



# **Middle Tennessee State University Finance and Personnel Committee**

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1:00pm  
Tuesday  
February 27, 2018

President's Conference Room  
Cope Administration Building  
1301 East Main St.  
Murfreesboro, Tennessee 37132





## Middle Tennessee State University Finance and Personnel Committee

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Tuesday, February 27, 2018 – 1:00pm

### ORDER OF BUSINESS

- I. Call to Order
- II. Roll Call
- III. Remarks by Board Chairperson / President
- IV. Approval of the Minutes
  - January 25, 2018 Committee Meeting (Action) ..... Tab 1
- V. Rule Promulgation and Related Policy (Action) ..... Tab 2
  - Traffic, Parking, and Safety Enforcement
  - Policy 775 – Traffic, Parking, and Safety Enforcement
- VI. Governor’s Budget Update (Information) ..... Tab 3
- VII. University Budget Discussion (Information) ..... Tab 4
- VIII. Regional Scholars Program (Information)..... Tab 5
- IX. Capital Outlay Update (Information)..... Tab 6
- X. Adjourn





**Middle Tennessee State University  
Finance and Personnel Committee**

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Tab 1

Approval of Minutes





**Middle Tennessee State University  
Board of Trustees**

MEETING: Finance and Personnel Committee

SUBJECT: [Minutes of January 25 Finance and Personnel Committee Meeting](#)

DATE: February 27, 2018

PRESENTER: Alan Thomas

ACTION REQUIRED: Voice Vote

STAFF RECOMMENDATION: Approval

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**BACKGROUND INFORMATION:**

The Finance and Personnel Committee met on January 25, 2018. Minutes from this meeting are provided for your review and approval.





**MINUTES OF THE  
FINANCE AND PERSONNEL COMMITTEE**

The Finance and Personnel Committee met on Thursday, January 25, 2018 at the Tennessee Higher Education Commission, Nashville, Tennessee. Chairman Joey Jacobs called the meeting to order at 1:30 p.m. Board Secretary Heidi Zimmerman called the roll. A quorum was present with the following Committee members in attendance: Joey Jacobs, Steve Smith, J.B. Baker, Darrell Freeman (via phone), Pete Delay, and Tony Johnston. Trustee Lindsey Weaver was unable to attend the meeting. In accordance with TCA 8-44-108 (c) (3), Ms. Zimmerman asked for the minutes to reflect that Trustee Freeman stated that he was able to hear those present in the meeting, and there was no one present in the room with him. She asked for the minutes to additionally reflect that those present in the meeting affirmed they were able to hear Trustee Freeman. Also present were Trustee Pam Wright; Sidney A. McPhee, President; Alan Thomas, Vice President for Business and Finance; Mark Byrnes, University Provost; Bruce Petryshak, Vice President for Information Technology and Chief Information Officer; Joe Bales, Vice President for University Advancement; Debra Sells, Vice President for Student Affairs and Vice Provost for Enrollment and Academic Services; Andrew Oppmann, Vice President for Marketing and Communications.

Chairman Jacobs began the meeting with a request for Dr. McPhee to give an update on his activities at the state legislature. Dr. McPhee informed the Committee that MTSU's budget would be presented in February to both the Senate Education Committee and the House Finance, Ways and Means Committee. He reported that he had met with the chairs and vice chairs of both committees and had received positive feedback on issues related to MTSU. He stated he would be working with Vice President Thomas on responses to the questions presented by the Senate and the House committees in preparation for the budget hearings.

The first item on the agenda was approval of the minutes from the November 29, 2017 Finance and Personnel Committee meeting. Trustee Baker moved to approve the minutes and Board Chairman Smith seconded the Motion. Chairman Jacobs asked for any discussion or

corrections. Hearing none, a roll call vote was taken and the Motion to approve the minutes from the November 29, 2017 Finance and Personnel Committee meeting carried.

The second item on the agenda was a recommendation for approval of the new Athletics Master Plan. Chairman Jacobs asked Mr. Thomas to begin the discussion. Mr. Thomas explained to the Committee that submitting the plan for Board approval is the first step in the process. Upon Board approval, the plan will then be submitted to the Tennessee Higher Education Commission for inclusion as an amendment to the University's Campus Master Plan, and then later to the State Building Commission for approval. Mr. Thomas noted that the materials contained some of the same information presented at the last Academic Committee meeting and Board meeting. Board Chairman Smith moved to approve the recommendation and Trustee DeLay seconded the Motion. Chairman Jacobs asked Athletic Director, Chris Massaro, for his comments. Mr. Massaro explained that Murphy Center and Floyd Stadium are the main revenue producers for Athletics, and they have not received any real esthetic improvements in 25 years. He noted that now is the time to look at the study and move the plans for improvement forward. Trustee Baker asked for a timeline for the public announcement of the Athletics Master Plan. Dr. McPhee explained that the University is currently doing preliminary work to identify funding commitments for the project before it is presented to the public. A roll call vote was taken and the Motion to approve submission of the new Athletics Master Plan carried.

The third item on the agenda concerned a recommendation for approval of the implementation of the Compensation Strategy originally presented at the November 29, 2017 Committee meeting. Ms. Musselman discussed information regarding issues the University has been dealing with in terms of salary compression, staff turnover, and funding for employee raises. Ms. Musselman informed the Committee that the Faculty Senate had adopted a resolution recommending that cost-of-living adjustments and salary equity be resolved on an annual basis before a merit pay plan is considered or implemented. Ms. Musselman explained to the Committee that under the proposed plan, it would cost the University \$12.1 million to bring salaries up to the 2014-15 market. Last year the state only funded \$3 million for salary increases, but it cost the University \$4.5 million to implement a 3% across the board raise. She noted that the University is working with data that is already two years old. If implementation of the current compensation

plan began in July 2018 and was completed in July 2020, the University would still be six years behind the market in salaries. Trustee Johnston noted that because of high faculty turnover, the majority of faculty members are required to spend significant time participating in faculty searches throughout the year, which takes time away from their primary function of teaching. Chairman Jacobs asked what was required of the Committee today. Mr. Thomas responded that the recommendation was for approval to continue with implementation of the current compensation plan. Chairman Jacobs stated that he was in agreement with addressing the current salary gap issue and revisiting the merit discussion later on. He indicated that the Committee members had received a letter from the faculty senate requesting a postponement of the merit pay plan until the salary equity issues are resolved. Trustee Johnston moved to approve the recommendation and Trustee Delay seconded the Motion. Dr. McPhee asked to respond to the issue of cutting the budget by 2% and reinvesting those dollars into salaries. He noted that 69% of the budget is already allocated to salary and benefits. He hoped the Board would consider very carefully the impact that such a move could have on the University, and the possibility of an outcome opposite of what they hoped to achieve. Trustee Delay asked if the University hiring practices are as effective as they should be in relation to the amount of time faculty spend participating in searches. Trustee Johnston responded that in his opinion the process is very effective. He asserted that it would be counterproductive to eliminate any part of the process to save time. Chairman Jacobs asked if there was any more discussion. Ms. Zimmerman asked if the Motion could be restated. Trustee Johnston restated his prior motion by stating that faculty and administrative staff salaries be brought to market level before the implementation of a merit pay plan. Trustee Delay again seconded the Motion. A roll call vote was taken and the Motion carried.

The fourth item on the agenda was an informational item presented by Mr. Thomas concerning the University's Composite Financial Index (CFI). He explained that the index includes four commonly used financial ratios used to gauge the financial health of the University against the market and other universities. He noted that graphs for the University's CFI and each of the four ratios have been provided in the meeting materials for Committee review.

The final item on the agenda was an update from Chairman Jacobs on the findings for exploring the option of obtaining outside legal counsel. Chairman Jacobs thanked Ms. Zimmerman

for providing the Committee with an update on her conversation with the Attorney General's office. He then reported to the Committee that he had met with Attorney General Herbert Slatery and Deputy Attorney General Jay Ballard concerning the issue of obtaining outside legal advice for the Board members, and was informed by the Attorney General that his office could provide these services to the Board members at no cost to the University. Chairman Jacobs asked Ms. Zimmerman to provide Deputy Ballard's contact information to the Board members.

Chairman Jacobs asked for other items of discussion. Trustee Baker asked for an update on new enrollment. Vice President Sells responded that the overall numbers looked positive, however, a report of the final results would be available February 1<sup>st</sup>. Trustee Baker asked to have a report of the final numbers before the next Board meeting. Trustee Johnston challenged the Committee and staff to think of non-traditional ways to remedy the University's financial limitations with reduced appropriations. Dr. McPhee agreed and informed the Committee the University has hired a Director of Partnerships and Strategic Planning to work with Vice President Bales in developing partnerships with industry to generate outside sources of revenue for the University.

Chairman Jacobs asked for a Motion to adjourn. Board Chairman Smith moved to adjourn the meeting and Trustee Freeman seconded the motion.

The meeting adjourned at 2:20 p.m.

Respectfully submitted,  
Finance and Personnel Committee



**Middle Tennessee State University  
Finance and Personnel Committee**

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Tab 2

Rule Promulgation and Related Policy  
Traffic, Parking and Safety Enforcement





**Middle Tennessee State University  
Board of Trustees**

MEETING: Finance and Personnel Committee

SUBJECT: [Rule Promulgation and Related Policy  
Traffic, Parking, and Safety Enforcement](#)

DATE: February 27, 2018

PRESENTER: Heidi Zimmerman

ACTION REQUIRED: Voice Vote

STAFF RECOMMENDATION: Approval

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**BACKGROUND INFORMATION:**

T.C.A. § 49-8-203(a)(1)(D) requires the Board of Trustees to promulgate a rule concerning traffic, parking, and safety enforcement. The proposed rule is drafted to comply with that mandate, and is consistent with Policy 775 Traffic, Parking, and Safety Enforcement. The proposed rule is provided for review by the Finance and Personnel Committee. Upon its recommendation, the proposed rule must be approved by the Board of Trustees.

The revised Traffic, Parking, and Safety Enforcement Policy 775 is provided in a redlined format as well as a clean format for review by the Committee. The policy has been revised to be more concise, consistent in terminology usage, and user friendly. Upon its recommendation, the proposed policy must be approved by the Board of Trustees.





Rules  
of  
Middle Tennessee State University, Murfreesboro  
Chapter 0240-07-07  
Traffic, Parking, and Safety Enforcement

New

Table of Contents is added to Chapter 0240-07-07 Traffic, Parking, and Safety Enforcement and shall read as follows:

Table of Contents

0240-07-07.01 Purpose  
0240-07-07.02 Scope  
0240-07-07.03 Definitions  
0240-07-07.04 Registration of Vehicles and Parking Permits  
0240-07-07.05 Operation of Vehicle Enforcement  
0240-07-07.06 Towing/Booting of Vehicles  
0240-07-07.07 Violations and Penalties  
0240-07-07.08 Visitors  
0240-07-07.09 Resident Parking  
0240-07-07.10 Bicycles on Campus  
0240-07-07.11 Appeal of Citations

0240-07-07-.01 Purpose is added to Chapter 0240-07-07 Traffic, Parking, and Safety Enforcement and shall read as follows:

0240-07-07-.01 Purpose. This Chapter will define Middle Tennessee State University (“MTSU” or “University”) traffic, parking and safety enforcement. It will facilitate the orderly and efficient flow of traffic on the MTSU campus and property owned by MTSU, endeavor to provide a safe atmosphere for both pedestrians and vehicle operators, and provide order with regard to parking within limited space.

Authority: T.C.A. § 49-8-203(a)(1)(D); T.C.A. § 49-8-101(a)(2)(A).

0240-07-07-.02 Scope is added to Chapter 0240-07-07 Traffic, Parking, and Safety Enforcement and shall read as follows:

0240-07-07-.02 Scope. MTSU reserves the right to regulate the use and/or parking of all vehicles on its campus or on property owned by MTSU in accordance with this rule and to forbid the use of a vehicle by any person whose operation of the vehicle fails to comply with University policies, City of Murfreesboro ordinances, and/or Tennessee state laws pertaining to vehicles.

Authority: T.C.A. § 49-8-203(a)(1)(D); T.C.A. § 49-8-101(a)(2)(A).

0240-07-07-.03 Definitions is added to Chapter 0240-07-07 Traffic, Parking, and Safety Enforcement and shall read as follows:

0240-07-07-.03 Definitions

- (1) Campus. The main MTSU campus and any additional property owned by the University.
- (2) Vehicle. Any self-propelled vehicle, including, but not limited to, automobiles, motorcycles, scooters, mopeds, and golf carts capable of exceeding twenty-five (25) miles per hour over level, paved surfaces.
- (3) Visitor. Any person on the campus who is not a current student, member of the faculty, staff, or administration.

Authority: T.C.A. § 49-8-203(a)(1)(D); T.C.A. § 49-8-101(a)(2)(A).

0240-07-07-.04 Registration of Vehicles and Parking Permits is added to Chapter 0240-07-07 Traffic, Parking, and Safety Enforcement and shall read as follows:

0240-07-07-.04 Registration of Vehicles and Parking Permits

- (1) All students and employees must register vehicles they park on campus with the MTSU Parking and Transportation Services Office by purchasing a parking permit. Any vehicle parked on campus must display a current and valid parking permit. Failure to do so may result in the issuance of a parking citation.
- (2) The acceptance by any person of a parking permit, whether temporary or permanent, shall constitute the acceptance of the rules, policies, ordinances, and/or laws governing the safe and responsible operation and parking of a vehicle on campus.
- (3) The cost of parking permits, together with appropriate information sufficient to justify the amount, shall be submitted for review and approval to the MTSU Board of Trustees (Board). Once adopted or amended, parking permit costs, along with requirements, limitations and procedures for securing parking permits, shall be affirmatively communicated to the MTSU faculty, staff, and students through the Parking Services website, [www.mtsu.edu/parking/index.php](http://www.mtsu.edu/parking/index.php) and the Traffic and Parking Regulations handbook.
- (4) Parking permits may be denied for any student or employee who has outstanding fines from prior semester(s) until they are paid in full. The first citation issued to an employee for an expired parking permit may result in towing of the vehicle.
- (5) Parking permits are issued to students only after all registration fees are paid.
- (6) The MTSU parking permit must be properly attached to the front windshield in the extreme lower corner on the driver's side or hung from the rearview mirror of the vehicle with the decal number facing the outside of the vehicle and clearly readable. In those cases where compliance with the above is not feasible, the parking permit must be clearly visible when viewing the vehicle or the parking permit holder must consult with Parking and Transportation Services for proper placement of the parking permit.
- (7) The parking permit holder will be responsible for parking violations received by any vehicle bearing his/her parking permit.
- (8) It is considered fraudulent for a registered parking permit holder to give his/her parking permit to another person. Parking permits are transferable from vehicle to vehicle provided that the vehicles are registered under the same account. Parking permits are not transferable from person to person. When a parking permit is reported as lost or stolen, but is found in another vehicle on campus, an inquiry will be made into the parking permit. If it is found that an individual reported a parking permit lost or stolen, but in fact gave the parking permit to another individual for use, both parties may be cited with a fine for their actions.
- (9) Temporary Parking Permits may be issued to employees, students, and visitors as identified on the Parking Services website [www.mtsu.edu/parking/index.php](http://www.mtsu.edu/parking/index.php).
- (10) Visitors, including family members of employees or students, must park at meters or register their vehicles with Parking and Transportation Services by obtaining a temporary parking permit. Failure to comply may result in the vehicle being issued a "No Campus Permit" citation, and the fine may not be waived.
- (11) Disabled Parking Permits. Any person, whether student or employee, may apply for disabled parking privileges.
  - (a) To obtain an MTSU Disabled Parking Permit, persons must have a state-issued disabled license plate or placard and must provide proof of its ownership.
  - (b) Temporary disabled parking permits, whether state issued, or issued by MTSU may be issued for the estimated duration of the disabling condition as noted on a physician's statement certifying an impairment but not in excess of six (6) months.

1. Those with MTSU-issued temporary parking permits must park in white or green spaces only. The blue disabled parking spaces are reserved for those holding permanent disabled parking permits.
  2. Those holding temporary state-issued disabled placards may also park in the blue disabled parking spaces.
- (c) The individual to whom the disabled license plate or placard has been issued must be using the vehicle in order for the vehicle to be parked in the disabled space. The owner of the parking permit or owner of the vehicle may be charged the maximum fine allowed by law for improper use of a disabled placard or license plate.
- (d) Pursuant to T.C.A. § 55-21-108, fines for violating the disabled parking law cannot be suspended or waived.
- (12) Parking permit colors. The area authorized for parking is denoted by the color of the parking permit.
- (a) White - Available to faculty/administrators/staff (including resident directors and graduate assistants).
  - (b) Green - Available to commuter students.
  - (c) Blue - Available to students and employees with qualified disabilities.
  - (d) Red - Available to on-campus residents.
- (13) The following parking spaces are reserved as noted:
- (a) Disabled Parking, Health Services, Library staff, Housing staff, Maintenance spaces, President, Vice Presidents, University Deans – reserved twenty-four (24) hours a day.
  - (b) Speech Clinic spaces, CDC Parent spaces in Fairview parking lot – reserved Monday through Thursday, from 8:00 a.m. to 4:00 p.m.
- (14) Parking is allowed only in clearly designated parking spaces. Only one (1) vehicle is permitted to park per space. In gravel lots, legal parking spaces are designated by concrete bumper blocks, except for those painted yellow.
- (15) All students and employees are to park in their assigned areas, Monday through Friday, 7:00 a.m. to 5:30 p.m., except for the following streets and parking lots which will open for all permitted parking at 6:30 p.m.:
- (a) Old Main Circle and Faulkenberry Drive (on-street parking).
  - (b) Davis Science Lot.
  - (c) Honors Lot.
  - (d) Founders Lot.
- (16) If a parking permit is lost or stolen, a "Parking Permit Loss Report" must be provided to Parking and Transportation Services along with a replacement fee to obtain a new parking permit.
- (17) Damaged parking permits must be replaced within three (3) business days.
- (18) The operator of any disabled vehicle parked in violation of University policies must report the vehicle immediately to Parking and Transportation Services. Failure to report may result in traffic citations and/or towing. The vehicle must be called in each day it is disabled and parked in violation of MTSU policies.
- (19) No personal recreational or work travel trailers should be parked or stored on campus property, except as authorized.

(20) Advertising vehicles "For Sale" in MTSU parking lots is prohibited. Any vehicle identified for such wrongful display for a period of forty-eight (48) hours or more will be identified as a disabled vehicle and may result in traffic citations and/or towing.

Authority: T.C.A. § 49-8-203(a)(1)(D); T.C.A. § 49-8-101(a)(2)(A); T.C.A. § 55-21-108.

0240-07-07-.05 Operation of Vehicle Enforcement is added to Chapter 0240-07-07 Traffic, Parking, and Safety Enforcement and shall read as follows:

0240-07-07-.05 Operation of Vehicle Enforcement

- (1) All Tennessee laws, City of Murfreesboro ordinances, and MTSU rules and policies pertaining to vehicles are applicable twenty-four (24) hours a day, unless otherwise noted.
- (2) Operators of vehicles on MTSU property must obey all traffic rules, regulations, posting, or directions, regardless of whether the rule, regulation, posting, or direction is included in these rules.
- (3) Moving violations will be charged to the operator of the vehicle at the time of the violation.
- (4) Speed limits are posted throughout the campus. All speed limits are radar enforced.
- (5) Passing on campus is prohibited.
- (6) All vehicles must come to a complete stop at intersections where a stop sign (either mounted on a post or painted on the street surface) is displayed.
- (7) Motorists are to yield the right-of-way to all pedestrians in a cross walk.
- (8) Upon the immediate approach of an authorized emergency vehicle making use of audible and visual signals, or a police vehicle properly and lawfully making use of an audible signal only, the drivers of all other vehicles shall yield the right-of-way and shall immediately drive to a position parallel to, or as close as possible to, the right hand edge or curb of any intersection and shall stop and remain in such position until the authorized emergency vehicle has passed, except when otherwise directed by a police officer.
- (9) All persons riding on a motorcycle, either as operator or passenger, must wear a helmet of the type approved by the Commissioner of Safety for the State of Tennessee.
- (10) All vehicles must come to a complete stop for a school bus loading or unloading children.
- (11) Any person who drives in willful and wanton disregard for the safety of persons or property will be considered to have engaged in reckless driving.
- (12) The driver of any vehicle shall obey the instructions of any official traffic-control device unless otherwise directed by a traffic or police officer.
- (13) U-turns are prohibited on the campus.
- (14) Loud mufflers, cut-outs, and any other noise-making devices attached to or located within or on any vehicle are prohibited.
- (15) Excessive loud playing of radios and stereos in vehicles is prohibited. The playing shall be deemed excessively loud if it is disturbing the academic environment of the campus.

Authority: T.C.A. § 49-8-203(a)(1)(D); T.C.A. § 49-8-101(a)(2)(A).

0240-07-07-.06 Towing/Booting of Vehicles is added to Chapter 0240-07-07 Traffic, Parking, and Safety Enforcement and shall read as follows:

0240-07-07-.06 Towing/Booting of Vehicles

- (1) Vehicles may be towed/booted if the vehicle is parked or left in violation of MTSU rules or policies, City of Murfreesboro ordinances, and/or Tennessee laws pertaining to motor vehicles, if said vehicle constitutes a traffic/pedestrian hazard, if five (5) or more traffic/parking citations were issued in a semester, or other violations found on the Parking Services website [www.mtsu.edu/parking/index.php](http://www.mtsu.edu/parking/index.php). The owner/parking permit holder of the vehicle will be responsible for any fines assessed against the vehicle and the cost of towing/booting.
- (2) Any person whose vehicle is impounded may appeal such action as provided below in Rule 0240-07-07-.11 and on the Parking Services website [www.mtsu.edu/parking/index.php](http://www.mtsu.edu/parking/index.php).
- (3) If a boot is removed by the owner/parking permit holder of the vehicle and damaged, the owner/parking permit holder will be responsible for the cost of the boot as well as the fine and boot removal fee. The owner/parking permit holder of the vehicle may be prosecuted if a boot is improperly removed or damaged.

Authority: T.C.A. § 49-8-203(a)(1)(D); T.C.A. § 49-8-101(a)(2)(A).

0240-07-07-.07 Violations and Penalties is added to Chapter 0240-07-07 Traffic, Parking, and Safety Enforcement and shall read as follows:

#### 0240-07-07-.07 Violations and Penalties

- (1) Fines may be assessed for violations found on the Parking Services website [www.mtsu.edu/parking/index.php](http://www.mtsu.edu/parking/index.php). Fines may be set as determined by MTSU, but will not exceed the amounts imposed by Tennessee law or local ordinance for the same offenses. Such fines are subject to the prior review and approval of the Board. Proposed fines shall be submitted to the Board together with information sufficient to justify the amount of the fine. Such information shall include consideration of fines for the same offense set by Tennessee law or local ordinance, fines for the same offense at similarly situated institutions, association to enforcement costs at the institution, and/or the unique traffic or parking considerations at each institution. Once adopted or amended, all fines shall be affirmatively communicated to the faculty, staff, and students through the Parking Services website [www.mtsu.edu/parking/index.php](http://www.mtsu.edu/parking/index.php) and the Traffic and Parking Regulations handbook.
- (2) Citations may be given every four (4) hours. No more than two (2) citations will be issued per day for the same violation at the same location. This does not apply to being parked at parking meters.
- (3) Overtime parking citations (meters) may be issued every hour.
- (4) All fines are to be paid at the Business Office in the Student Services and Admissions Center, Monday through Friday, 8:00 a.m.-4:00 p.m.
- (5) Any student with unpaid parking fines may not receive grades or transcripts or be able to register for the next semester until the fines are paid.
- (6) A parking permit may be revoked for repeated or flagrant parking or moving vehicle violations. Additionally, a parking permit may be revoked for:
  - (a) operating a vehicle while impaired;
  - (b) leaving the scene of an accident;
  - (c) failure to yield the right-of-way to an emergency vehicle when displaying its emergency lights; or,
  - (d) failure to obey an officer directing traffic.

Authority: T.C.A. § 49-8-203(a)(1)(D); T.C.A. § 49-8-101(a)(2)(A).

0240-07-07-.08 Visitors is added to Chapter 0240-07-07 Traffic, Parking, and Safety Enforcement and shall read as follows:

0240-07-07-.08 Visitors

- (1) Visitors are subject to the rules, policies, ordinances, and laws pertaining to vehicles while on the campus. Violation of such may result in a citation and/or towing of the vehicle.
- (2) All visitors are requested to use parking meters or obtain a visitor's parking pass at either the Parking and Transportation Services Office or its website [www.mtsu.edu/parking/index.php](http://www.mtsu.edu/parking/index.php). Visitor parking passes may not be issued to vehicles registered to current students or employees. See Visitor Parking website <http://www.mtsu.edu/parking/visitors.php>.
- (3) Upon securing a visitor parking pass, visitors may park in the Visitor Lot, or any white, red, green or blue color-coded space that is not marked as reserved.
- (4) Requests for special guest parking passes should be submitted to the Parking and Transportation Services Office as far in advance as possible. Special event parking requests should be submitted at least seven (7) calendar days in advance.

Authority: T.C.A. § 49-8-203(a)(1)(D); T.C.A. § 49-8-101(a)(2)(A).

0240-07-07-.09 Resident Parking is added to Chapter 0240-07-07 Traffic, Parking, and Safety Enforcement and shall read as follows:

0240-07-07-.09 Resident Parking

- (1) All on-campus residents seeking to park a vehicle on campus are required to obtain a parking permit according to their residential area. A maximum of two (2) parking permits may be obtained by any family residing at Womack Lane Apartments.
- (2) Any on-campus resident who holds a valid MTSU Blue parking permit may park in any clearly marked Blue, White, Red, or Green parking space as well as the parking meters.
- (3) Any resident who holds a valid MTSU White parking permit may park in any clearly marked White, Red, or Green permit parking area.

Authority: T.C.A. § 49-8-203(a)(1)(D); T.C.A. § 49-8-101(a)(2)(A).

0240-07-07-.10 Bicycles on Campus is added to Chapter 0240-07-07 Traffic, Parking, and Safety Enforcement and shall read as follows:

0240-07-07-.10 Bicycles on Campus

- (1) All bicycles on MTSU property must be operated in accordance with all traffic rules, regulations, postings, or directions, regardless of whether the rule, regulation, posting, or direction is included in these rules.
- (2) Employees and students using bicycles on campus must register them with Parking and Transportation Services to ensure proper return if recovered after theft, confiscation due to illegal or improper parking, or abandonment.
- (3) Bicycle racks are available throughout campus for bicycle parking. Bicycles may not be parked in any other areas not designated for such parking.
- (4) Bicycles that are inappropriately parked, in a state of disrepair (flat tires, bent rims, broken chains, etc.) or abandoned (appearance of non-use, etc.) are subject to impoundment.

Authority: T.C.A. § 49-8-203(a)(1)(D); T.C.A. § 49-8-101(a)(2)(A).

0240-07-07-.11 Appeal of Citations is added to Chapter 0240-07-07 Traffic, Parking, and Safety Enforcement and SS-7038 (June 2016)

shall read as follows:

0240-07-07-.11 Appeal of Citations

- (1) Any MTSU student, other than a student holding a faculty/administrative/staff parking permit, who receives a parking/traffic citation may appeal the citation within fifteen (15) calendar days of issuance by going to the SGA website <http://www.mtsu.edu/sga/> which provides the specific hearing procedures.
- (2) Any MTSU employee or campus visitor holding a faculty/administrative/staff parking permit or parking pass who receives a citation may appeal the citation within fifteen (15) calendar days of issuance by filing an appeal form or by going to the Parking Services website [www.mtsu.edu/parking/index.php](http://www.mtsu.edu/parking/index.php). Specific hearing procedures are described at the website.
- (3) Any MTSU student or employee who has his/her vehicle towed may appeal such action as indicated above. This can be done only after the vehicle has been secured from impoundment and within seven (7) calendar days of the towing date.
- (4) All appeal decisions are available on the Parking Services website [www.mtsu.edu/parking/index.php](http://www.mtsu.edu/parking/index.php). Individuals who have appealed will also be notified of the appeal decision through the email address provided with the appeal. The appeal decision is final.
- (4) The payment of citations will in no way restrict the Office of Student Conduct or the University Parking and Traffic Committee from revoking parking privileges.

Authority: T.C.A. § 49-8-203(a)(1)(D); T.C.A. § 49-8-101(a)(2)(A).







## 775 Traffic, Parking, and Safety Enforcement

Approved by President  
Sidney A. McPhee, President

### Board of Trustees

Effective Date: \_\_\_\_\_, 2018

Responsible Division: Business and Finance

Responsible Office: Administration

Responsible Officer: Assistant Vice President, Administration

### I. Purpose

This policy ~~facilitates the orderly and efficient flow of traffic on the~~ will define Middle Tennessee State University (MTSU or University) ~~campus, traffic, parking, and safety enforcement. It will facilitate the orderly and efficient flow of traffic on the MTSU campus and property owned by MTSU, endeavor~~ to provide a safe atmosphere for both pedestrians and ~~motor vehicle~~ operators, and ~~to provide order with regard to parking within limited space. This policy shall be published at least annually, and, as appropriate, through signage, traffic/parking handbooks, student/faculty handbooks, and Institutional websites. It shall also serve to acquaint all administrators, faculty, staff, and students of the policy pertaining to registration of motor vehicles, traffic, and parking policies, and the penalties for violation of said policy.~~

### II. Scope

MTSU reserves the right to regulate the use and/or parking of all vehicles, ~~including motorcycles, motor scooters, mopeds, golf carts, and bicycles/bikes, on the~~ its campus or on property owned by MTSU in accordance with this policy and to forbid the use of a vehicle by any person whose ~~conduct indicates that he/she is not complying~~ operation of the vehicle fails to comply with University policies, City of Murfreesboro ordinances, and/or Tennessee state laws pertaining to ~~motor vehicles.~~

**III.** ~~Failure to observe the policies, ordinances, and laws governing the operation and parking of a vehicle.~~

~~3. Leaving the scene of an accident.~~

~~4. Five (5) or more parking citations in a semester.~~

~~5. Obtaining an MTSU parking permit through false pretenses. Parking and Transportation Services may remove any permit which has been forged, altered, or obtained illegally.~~

~~6. Failure to yield the right-of-way to an emergency vehicle when displaying red/blue flashing lights.~~

~~7. Unless noted otherwise, all aspects of the traffic and parking policy are enforced twenty-four (24) hours a day, seven (7) days a week.~~

~~F. The University assumes no responsibility for damage or loss to a vehicle while it is parked or operated on the campus.~~

~~G. Any vehicle receiving two (2) or more citations in one semester for "No Campus Permit", or failure to have a permit displayed as required by these policies, will receive a written warning. If after three (3) business days following the issuance of the warning, the vehicle is found parked on campus without being properly registered and having the permit properly displayed as set forth in this policy, the vehicle will be towed at the owner's/registrant's expense.~~

Definitions

A. Campus. The main MTSU campus and any additional property owned by the University.

B. Vehicle. Any self-propelled vehicle, including, but not limited to, automobiles, motorcycles, scooters, mopeds, and golf carts capable of exceeding twenty-five (25) miles per hour over level, paved surfaces.

B.C. Visitor. Any person on the campus who is not a current student, member of the faculty, staff, or administration.

**IV. Registration of ~~Motor~~ Vehicles and Parking Permits**

All students and employees must register ~~vehicles operated on the campus of MTSU must be registered they park on campus~~ with the MTSU Parking and Transportation Services Office by purchasing a parking permit. Any vehicle parked on campus must ~~have~~display a current and valid parking permit displayed in the vehicle.

~~Parking permits are issued only after all registration fees are paid. Permits are issued at the Parking and Transportation Services Office, located at 1403 East Main Street in the rear of the building. In order to receive a parking permit, a photo ID and the vehicle's license plate number will be needed. The issuance of permits will be limited to one (1) permit per person, with the exception of Womack Lane Apartments residents (who are allowed two [2] permits per family) and those who also have a motorcycle (who will be allowed a permit for a vehicle and one (1) sticker permit for a motorcycle). All registrants will be responsible for their issued permits throughout the academic year.~~

~~G. The registrant of a permit will be responsible for parking violations received by any vehicle bearing his/her parking permit. Dependents, friends, and/or associates of any authorized permit holder are not authorized to use that person's permit while parking for their personal convenience.~~

~~Students are eligible to receive a student parking permit upon payment of all registration fees. Faculty and staff permits are payable at the Parking and Transportation Services Office located at 1403 East Main Street.~~

~~E. Cost of permits can be found on the Parking Services website.~~

~~F. Parking permits will be denied for faculty/administration/staff who have outstanding fines from prior semester(s) until they are paid in full. The first (1<sup>st</sup>) fine after permit expiration will result in towing of vehicle.~~

~~G. 1. Vehicles displaying white permits also are permitted in Green and Red parking areas. Faculty, administrators, and staff may not transfer their permit to any student (or student vehicle).~~

~~2. Failure to 3. Blue—Students and Employees with Disabilities. Available to qualified students and employees.~~

~~4. Red—Available to On-Campus Residents only. Vehicles displaying Red permits also permitted in Green parking areas.~~

~~Any person who changes parking category should bring his/her original permit to Parking and Transportation Services. Any additional fees associated with the change in permit will be paid at this time.~~

~~A. 1.—Damaged permits must be replaced within three (3) working days. The remnants must be turned in to Parking and Transportation Services at the time of replacement. Failure to do so may will result in the individual having to pay the full registration fee issuance of a parking citation.~~

~~J. Temporary Parking Permits will be issued as follows:~~

~~1. To any employee or student operating a vehicle as a temporary substitute for a registered vehicle. The permit will be valid for seven (7) days from the date of issuance and a total of three (3) temporary permits may be issued during any semester. The permit will indicate the appropriate color code area in which the vehicle may park. This permit is subject to a fee.~~

- ~~2. Temporary Parking Permits are available to visitors at Parking and Transportation Services Office and are valid for metered spaces, white, red, and green color coded areas that are not marked as reserved. A fee is charged for visitor parking permits. The permit is valid for the day of issuance.~~
  - ~~3. Temporary Loading/Unloading Permits may be issued at the discretion of Parking and Transportation Services. This permit allows the operator of the vehicle up, to but not to exceed, thirty (30) minutes parking in a loading/unloading zone for the express purpose of loading or unloading his/her vehicle. Disabled Parking Permits 1. For parking on the MTSU campus, persons must have a state issued license plate or placard to obtain a Disabled Parking Permit. Persons must prove ownership of the state issued plate or placard.~~
  - ~~2. Temporary disabled permits will be issued for injuries or disabilities of limited duration as specified by a physician's statement certifying an impairment. Those with those holding temporary state issued disabled placards may also park in the blue disabled parking spaces.~~
  - ~~3. Applicants denied a parking permit have the right to appeal to the Committee on Programs for Students and Employees with Disabilities, who will make the final decision as to whether someone receives a decal.~~
- B. ~~LM.~~ The acceptance by any person of a parking permit, whether temporary or permanent, shall constitute the acceptance of the rules, policies, ordinances, and/or laws governing the safe and responsible operation and parking of a vehicle on campus.
- C. The cost of parking permits, together with appropriate information sufficient to justify the amount, shall be submitted for review and approval to the MTSU Board of Trustees (Board). Once adopted or amended, parking permit costs, along with requirements, limitations and procedures for securing parking permits, shall be affirmatively communicated to the MTSU faculty, staff, and students through the Parking Services website, and the Traffic and Parking Regulations handbook.
- D. Parking permits may be denied for any student or employee who has outstanding fines from prior semester(s) until they are paid in full. The first citation issued to an employee for an expired parking permit may result in towing of the vehicle.
- E. Parking permits are issued to students only after all registration fees are paid.
- F. The MTSU parking permit must be properly attached to the front windshield in the extreme lower corner on the driver's side or hung from the rearview mirror of the vehicle ~~being operated~~ with the decal number facing the outside of the ~~car~~ vehicle and clearly readable. In those cases where compliance with the above is not feasible, the parking permit must be clearly visible ~~through the front windshield~~ when viewing ~~the~~

vehicle from outside or the parking registrant must consult with Parking and Transportation Services for proper placement of the permit. The responsibility of transferring and properly displaying the hang tag rests with the individuals to whom the permit was originally issued. If for some reason the hang tag is not transferred to the vehicle being parked on campus, the individual originally purchasing the hang tag will be required to obtain a temporary one (1) day permit. If an individual with a current permit receives a citation for a display violation, the citation will be cancelled only if the citation is taken to the Parking and Transportation Services Office within seven (7) class days of issuance of the citation and the violator can show the current permit at that time. (Vehicle must be parked in designated parking area according to permit color for citation to be cancelled). No more than three (3) such citations will be cancelled per semester. (Note: In the event that a vehicle receives more than one "No Campus Permit" ticket while parked in the same location during a calendar day, those tickets will be reviewed as one offense.) A class day is considered Monday through Friday, unless it is an official University holiday for faculty, staff, and/or students. permit holder must consult with Parking and Transportation Services for proper placement of the parking permit.

~~G. Immediate family members of faculty, administrators, staff, and students must park at meters or register their vehicles with Parking and Transportation Services by obtaining a temporary parking permit. G. The parking permit holder will be responsible for parking violations received by any vehicle bearing his/her parking permit.~~

H. ~~Permits may only be used by the permit holder registered with Parking and Transportation Services.~~

It is considered fraudulent for a registered parking permit holder to give his/her parking permit to another person ~~for use on the campus.~~ Parking pPermits are transferable from vehicle to vehicle provided that the vehicles are registered under the same account. Parking pPermits are not transferable from person to person. When a parking permit is reported as lost or stolen, but is found in another vehicle on campus, an inquiry will be made into the parking permit. ~~In the event~~ if it is found that an individual reported a parking permit lost or stolen, but in fact gave the parking permit to another individual for use, both parties may~~will~~ be cited with a fine for their actions.

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I. Temporary Parking Permits may be issued to employees, students, and visitors as identified on the Parking Services website.

**Bicycle Registration and Parking**

A. Authority

- ~~1. The Tennessee Rules of the Road, T.C.A. § 55-8-101 et seq., govern the operation of bicycles on public roadways as set forth in T.C.A. § 55-8-172.~~
- ~~2. University Police Department is responsible for the regulation of moving vehicles and bicycles on University property.~~

~~3. Parking and Transportation Services is responsible for the regulation of vehicles and bicycles that are parked on University property.~~

~~B. All bicycles must be registered.~~ J. Visitors, including family members of employees or students, must park at meters or register their vehicles with Parking and Transportation Services by obtaining a temporary parking permit. Failure to comply may result in the vehicle being issued a "No Campus Permit" citation, and the fine may will not be waived.

K. Disabled Parking Permits. Any person, whether student or employee, may apply for disabled parking privileges.

1. To obtain an MTSU Disabled Parking Permit, persons must have a state-issued disabled license plate or placard and must provide proof of its ownership.

2. Temporary disabled parking permits, whether state issued, or issued by MTSU, may be issued for the estimated duration of the disabling condition as noted on a physician's statement certifying an impairment but not in excess of six (6) months.

a. Those with MTSU-issued temporary parking permits must park in white or green spaces only. The blue disabled parking spaces are reserved for those holding permanent disabled parking permits.

b. with Parking and Transportation Services. Bicycles can be marked with an identifying number by MTSU Parking Services to ensure proper return if recovered after theft or confiscation due to illegal parking or abandonment. All bicycles on University property must be operated in accordance with University rules and appropriate Tennessee motor vehicle laws.

C. Laws and regulations are designed for the safety of cyclists. When a person rides a bicycle on a roadway within the MTSU campus, the person is a driver and must operate under Tennessee Rules of the Road. He/she must follow state laws, give signals, obey stop signs and yield right of way just as car drivers do, including stopping at stop signs and red lights, yielding to pedestrians in crosswalks, displaying proper illumination, and riding with the traffic flow.

D. Bicycle Operating Regulations

Persons operating bicycles and other non-motorized devices on public roadways, including roadways on campus, shall follow the Tennessee Rules of the Road as required by T.C.A. § 55-8-172.

Persons operating bicycles and other non-motorized devices on campus shall practice courteous, defensive riding, giving right of way to pedestrians, traveling at safe speeds, and having their bicycles under control at all times.

Every person operating a bicycle should obey regulatory signs and rules for MTSU and this policy.

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~~Bicycles shall not be operated in parking garages or in any areas where bicycles are restricted by policy or signs.~~

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~~No person operating a bicycle on University property, including bike lanes, should exceed a speed that is reasonable and prudent with respect to the number of pedestrians or other cyclists present, visibility, traffic, weather, and surface conditions that exist at the time, or that endangers property or the safety of any person.~~

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~~Bicycle parking is available throughout campus and is designated by the presence of bicycle racks. Bicycles must be parked within the boundaries of designated bike racks.~~

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~~Parking and/or placement of any non-motorized devices not covered under these regulations must be approved by Parking and Transportation Services.~~

~~G. The following are general guidelines regarding bicycle parking on campus:~~

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~~Racks are not to be utilized as long-term bicycle storage.~~

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~~Bicycle-related gear (or other items) should not be left at the bicycle racks.~~

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~~Bicycles shall be parked in accordance with federal, state, and local fire and safety regulations.~~

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~~H. Bicycles shall not be parked or stored:~~

~~In any public access, ingress, or egress area inside any University building (i.e., hallways, classrooms or parking structures) without express permission of the appropriate department head, such as a director or dean, in academic space. For policies regarding the storage or parking of bicycles inside residence halls, please refer to [Policy 544 Housing and Residential Life Rules](#).~~

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~~Against or fastened to any tree, plant, bush, or foliage.~~

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~~Against or fastened to any water, steam or gas pipe, fitting, electrical fixture, fence, sign post, railing, public seating fixture, or emergency safety device.~~

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~~Upon or attached to any ingress/egress ramp, stairway or stairwell railing or otherwise fastened to or blocking any exit/entrance or handicap access to any University building.~~

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~~In any other area not designated for bicycle parking or where parking is specifically prohibited by this policy or by signs.~~

~~Impounding may be necessary in an effort to have bicycle parking available for those using their bicycles and to address improperly parked bicycles:~~

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~~Bicycles that are inappropriately parked, in a state of disrepair or which appear to be abandoned. Bicycles subject to impoundment will be booted and/or tagged before impounding, giving the bicycle owner time to remedy the situation before impoundment.~~

~~State of disrepair means the bicycle has flat tire(s), bent rims, rusted or broken chain links, broken or rusted brakes, etc., and is otherwise in poor condition.~~

~~Signs of abandonment include, but are not limited to, appearance of non-use, spider webs, missing parts, etc.~~

~~It may be necessary to move a bicycle before it is booted or tagged for impoundment due to safety because it is blocking or impeding ingress or egress to a fire exit, stairwell, or handicapped ramp. If moving the bicycle is necessary, it will be moved to a nearby bicycle rack and booted to maintain security of the bicycle or immediately impounded.~~

~~In cases that result in the removal of the chain/lock, the owner will absorb the cost of replacement.~~

~~After the close of the spring semester, all abandoned bicycles will be removed from all on-campus racks. Bicycles that appear to be abandoned will be impounded. In cases that result in the removal of the chain/lock, the owner will absorb the cost of replacement.~~

~~Those holding temporary state-issued disabled placards may also park in the blue disabled parking spaces.~~

- ~~3. The individual to whom the disabled license plate or placard has been issued must be using the vehicle in order for the vehicle to be parked in the disabled space. The owner of the parking permit or owner of the vehicle may be charged the maximum fine allowed by law for improper use of a disabled placard or license plate.~~
- ~~4. Pursuant to T.C.A. § 55-21-108, fines for violating the disabled parking law cannot be suspended or waived.~~

L. Parking Permit colors. The area authorized for parking is denoted by the color of the parking permit.

1. White - Available to faculty/administrators/staff (including resident directors and graduate assistants).
2. Green - Available to commuter students.

~~MTSU is not responsible for the safety of bicycles that are booted or impounded as a result of violations of this policy or State, Federal, or local law. MTSU will attempt to take reasonable steps necessary to contact bicycle owners in the event that their bicycles are booted or impounded and to confirm the identity of the individual claiming booted or impounded bicycles. Obviously, if MTSU does not know who owns a booted or impounded bicycle (i.e., because it was not registered) it will not be able to contact the owner and will have a difficult time conclusively determining the ownership of the bicycle when it is claimed. The best course of action to ensure that MTSU can contact the bicycle owner in the event that the bicycle is booted~~

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or impounded is to register the bicycle with MTSU and ensure that the registration information remains up to date.

1. After booting or impounding a bicycle that has been registered under this part, MTSU will use reasonable efforts to attempt to contact the owner using the owner's registration information. Registered bicycles will only be released to the registered owner with valid photo identification.

2. An owner of a bicycle that has not been registered may still reclaim his/her bicycle as long as the purported owner can provide an accurate description of the bicycle, a valid MTSU identification card (for students, faculty, and employees) or photo identification (for outside parties), and the key or combination to the lock that was being used to secure the booted or impounded bicycle. Parking and Transportation Services will verify the information provided and confirm that the key/combination provided opens the bicycle lock. The bicycle owner will be required to register the bicycle before the bicycle will be released.

3. Impounded bicycles that are not claimed will be disposed of in accordance with the Tennessee Uniform Disposition of Unclaimed Property Act, T.C.A. § 66-29-103 et seq. Blue – Available to ~~Parking Policies~~

A. Color-coded parking is used to regulate the parking of vehicles. The color of the parking permit denotes the area in which a person may park.

B. The following spaces are reserved as noted:

3. ~~1.~~ students and employees with qualified disabilities.

4. Red - Available to on-campus residents.

M. The following parking spaces are reserved ~~twenty-four (24) hours a day~~ as noted:

Disabled Parking. Health Services—reserved twenty-four (24) hours a day

3. ~~1.~~ Library staff—reserved twenty-four (24) hours a day

4. ~~1.~~ Housing staff—reserved twenty-four (24) hours a day

5. ~~1.~~ Maintenance spaces—reserved twenty-four (24) hours a day

6. ~~Speech Clinic spaces—reserved Monday through Thursday, from 8:00 a.m. to 7:00 p.m.  
Parent spaces in Fairview parking lot—reserved Monday through Thursday, from 8:00 a.m. to 4:00 p.m.~~

1. ~~8.~~ President, Vice Presidents, University Deans – reserved twenty-four (24) hours a day.

2. Speech Clinic spaces, CDC Parent spaces in Fairview parking lot – reserved Monday through Thursday, from 8:00 a.m. to 4:00 p.m.

~~C. Special Event Parking. It may occasionally be necessary to close spaces or a lot due to construction, a workshop or conference, or a special event. Parking and Transportation Services will give advance notice of closings whenever possible.~~

~~D. Vehicles are not to be parked at any time where parking is not designated, where curbing is painted yellow, where sidewalks intersect streets, on sidewalks, across parking lines, on campus lawns (grass), or other places where signs indicate no parking. N. Parking is allowed only in clearly designated parking spaces. Vehicles that are parked or waiting in a fire lane will be towed. Only one (1) vehicle is permitted to park per space. In gravel lots, legal parking spaces are designated by concrete bumper blocks, except for those painted yellow. Only one (1) vehicle/motorcycle is permitted to park per space.~~

~~E. Vehicles are not to be parked in any manner as to constitute a traffic/pedestrian hazard or to impede the flow of traffic/pedestrians.~~

~~F. Every vehicle stopped or parked upon a roadway where there are adjacent curbs shall be so stopped or parked with the right hand wheels of the vehicle parallel to and within eighteen (18) inches of the right hand curb.~~

~~G.O. All students and employees are to park in their assigned areas, Monday through Friday, 7:00 a.m. to 5:30 p.m., except for the following streets and parking lots which will open for all permitted parking at 6:30 p.m.:~~

1. Old Main Circle and Faulkenberry Drive (on-street parking).
2. Davis Science Lot.
3. Honors Lot.
4. Founders Lot.

~~P. If a parking permit is lost or stolen, a "Parking Permit Loss Report" must be provided to Parking and Transportation Services along with a replacement fee to obtain a new parking permit.~~

~~H. After 6:30 p.m. on Monday through Friday and on weekends, White, Red, and Green permit parking areas are open for any permitted vehicle. Yellow curbs, no parking zones, disabled and reserved spaces are in effect twenty four (24) hours a day, seven (7) days a week.~~

~~I. Short term parking is governed by parking meters. The parking meters are considered in operation from 7:30 a.m. to 6:30 p.m., Monday through Friday. A charge of fifty cents (50¢) for thirty (30) minutes is required while parked in these spaces.~~

~~J. Vehicles are not permitted to park in campus directory drives. This is enforced twenty four (24) hours a day.~~

~~K.~~ Vehicles will be towed from campus streets, parking areas, lawns, drives, restricted areas, loading areas, etc., if the vehicles are parked or left in violation of University policies, City of Murfreesboro ordinances, and/or state laws pertaining to motor vehicles, or if said vehicle constitutes a traffic/pedestrian hazard. The cost of towing and any penalties will be the responsibility of the owner/registrant. All tow zones are enforced twenty-four (24) hours a day.

~~L.~~ Damaged parking permits must be replaced within three (3) business days.

~~R.~~ The operator of any disabled vehicle parked in violation of University policies must report the vehicle immediately to Parking and Transportation Services. Failure to report may result in traffic citations and/or towing. The vehicle must be called in each day it is disabled and parked in violation of University policies.

~~S.~~ No personal recreational or work travel trailers should be parked or stored on campus property, except for equipment purchased by academic/administrative departments for University-related purposes as authorized.

~~T.~~ Advertising vehicles "For Sale" in University parking lots is prohibited. Any vehicle identified for such wrongful display for a period of forty-eight (48) hours or more will be identified as a disabled vehicle and may result in traffic citations and/or towing.

~~V.~~ ~~O.~~ Garage parking is restricted to currently enrolled student displaying a current student parking permit.

#### ~~VI.~~ Operation of Motor Vehicles-Vehicle Enforcement

~~A.~~ All state Tennessee laws, City of Murfreesboro ordinances, and University policies pertaining to ~~motor~~ vehicles are applicable twenty-four (24) hours a day, unless otherwise noted.

~~B.~~ Operators of vehicles on MTSU property must obey all traffic rules, regulations, posting, or directions, regardless of whether the rule, regulation, posting, or direction is included in this policy.

~~C.~~ Moving violations will be charged to the operator of the vehicle at the time of the violation.

~~B-D.~~ Speed limits are posted throughout the campus. All speed limits are radar enforced.

~~C-E.~~ Passing on campus is prohibited.

~~D.F.~~ All vehicles must come to a complete stop at intersections where a stop sign (either mounted on a post or painted on the street surface) is displayed.

~~E.G.~~ Motorists are to yield the right-of-way to all pedestrians in a cross walk.

~~F.H.~~ Upon the immediate approach of an authorized emergency vehicle making use of audible and visual signals, or a police vehicle properly and lawfully making use of an audible signal only, the drivers of all other vehicles shall yield the right-of-way and shall immediately drive to a position parallel to ~~and, or~~ as close as possible to, the right hand edge or curb of any intersection and shall stop and remain in such position until the authorized emergency vehicle has passed, except when otherwise directed by a police officer.

~~G.I.~~ All persons riding on a motorcycle, either as operator or passenger, must wear a helmet of the type approved by the Commissioner of Safety for the State of Tennessee.

~~H.J.~~ All vehicles must come to a complete stop for a school bus loading or unloading children.

~~I.~~ Littering from a vehicle (as well as littering in general) is prohibited and subjects those littering to a fine.

~~I.K. J.~~ Any person who drives in willful and wanton disregard for the safety of persons or property ~~will be considered to have engaged in is guilty of~~ reckless driving.

~~J.L.~~ The driver of any vehicle shall obey the instructions of any official traffic-control device unless otherwise directed by a traffic or police officer.

~~K.M.~~ U-turns are prohibited on the campus.

~~L.N.~~ Loud mufflers, cut-outs, and any other noise-making devices attached to or located within or on any vehicle are prohibited.

~~M.O.~~ Excessive loud playing of radios and stereos in vehicles is prohibited. The playing shall be deemed excessively loud if it is disturbing the academic environment of the campus.

#### **VI. Towing/Booting of Vehicles**

A. Vehicles ~~may~~will be towed/booted if the vehicle is parked or left in violation of University policies, City of Murfreesboro ordinances, and/or ~~state~~Tennessee laws pertaining to motor vehicles, ~~or~~ if said vehicle constitutes a traffic/pedestrian hazard ~~if~~ five (5) or more traffic/parking citations were issued in a semester, or other violations found on the Parking Services website. The owner/~~parking registrant~~permit holder of the

vehicle will be responsible for any fines assessed against the vehicle and the cost of towing/booting. ~~Vehicles may be towed/booted for, but not limited to, the following:~~

- ~~1. Parking in a disabled parking space/ramp without disability permit.~~
- ~~2. Blocking a fire hydrant.~~
- ~~3. Parked in a fire lane.~~
- ~~4. Blocking the roadway, walkway, or disabled ramp.~~
- ~~5. Parking so as to constitute a traffic/pedestrian hazard.~~
- ~~6. Parking in a loading zone.~~
- ~~7. Abandoned/immobile.~~
- ~~8. Five (5) or more traffic/parking citations (paid or not paid) in a semester.~~
- ~~9. Parking in a campus directory drive.~~
- ~~10. Excessive No-Campus-Permit violations.~~
- ~~11. Displaying a forged or altered permit.~~
- ~~12. Parking on campus while parking privileges have been revoked.~~
- ~~13. Displaying a lost or stolen permit.~~
- ~~14. Any vehicle parked on campus with no visible means of identification; i.e. the license tag has been removed and the vehicle identification number covered or removed.~~
- ~~15. Faculty/staff/administration with outstanding fines from prior semester who receive first fine after permit expiration.~~

- B. Any person whose vehicle is impounded may appeal such action as provided below in Section XI and on the Parking Services website.
- C. If a boot is removed by the owner/parking registrant/permit holder of the vehicle and damaged, the owner/parking registrant/permit holder will be responsible for the cost of the boot as well as the ~~ticket~~ fine and boot removal fee. The owner/parking registrant/permit holder of the vehicle ~~will~~may be prosecuted if a boot is improperly removed ~~and/or~~ damaged.

**VII. Violations and Penalties**

A. Fines may be assessed for violations found on the Parking Services website. Fines may be set as determined by MTSU, but will not exceed the amounts imposed by Tennessee law or local ordinance for the same offenses. Such fines are subject to the prior review and approval of the Board. Proposed fines shall be submitted to the Board together with information sufficient to justify the amount of the fine. Such information shall include consideration of fines for the same offense set by Tennessee law or local ordinance, fines for the same offense at similarly situated institutions, association to enforcement costs at the institution, and/or the unique traffic or parking considerations at each institution. Once adopted or amended, all fines shall be affirmatively communicated to the faculty, staff, and students through the Parking Services website and the Traffic and Parking Regulations handbook.

B. Citations may be given every four (4) hours. No more than two (2) citations will be issued per day for the same violation at the same location. This does not apply to being parked at parking meters.

A-C. Overtime parking citations (meters) may will be given issued every hour.

D. All fines are to be paid at the Business Office in the Student Services and Admissions Center, Monday through Friday, 8:00 a.m.-4:00 p.m.

B-E. Any student with unpaid parking fines may will not receive grades or transcripts or be able to register for the next semester until the fines are paid.

F. A parking permit may be revoked for repeated or flagrant parking or moving vehicle violations. Additionally, a parking permit may be revoked for:

1. operating a vehicle while impaired;
2. leaving the scene of an accident;
3. failure to yield the right-of-way to an emergency vehicle when displaying its emergency lights; or,
- 1-4. failure to obey an officer directing traffic.

A. A visitor is any person who has business or other reason to be on the campus but who is not a current student, member of the faculty, staff, or administration.

**~~B.~~ VIII. Visitors**

A. Visitors are subject to the policies, ordinances, and laws pertaining to vehicles while on the campus. Violation of such may result in a citation and/or towing of the vehicle.

~~A.B.~~ All visitors are requested to use parking meters or obtain a visitor's parking ~~pass~~ permit at either the Parking and Transportation Services Office at 1403 East Main Street, or its website. Visitor parking permits ~~may~~ will not be issued to vehicles registered to current students or employees. See Visitor Parking website.

~~B.C.~~ Upon securing a visitor parking pass, visitors may park in the Visitor Lot, or any white, red, green or blue color-coded space that is not marked as reserved. ~~Visitors are reminded that they are subject to the policies, ordinances, and laws pertaining to motor vehicles while on the campus and that violation of such may result in a citation and/or towing of the vehicle.~~

~~C.D.~~ Requests for special guest parking passes should be submitted to the Parking and Transportation Services Office as far in advance as possible. Special event parking requests should be submitted at least seven (7) calendar days in advance. ~~This time is needed to coordinate because of the numerous parking requests received.~~

#### **IX. Resident Parking**

- A. All on-campus residents seeking to park a vehicle on campus are required to obtain a parking permit according to their residential area. A maximum of two (2) parking permits may be obtained by any family residing at Womack Lane Apartments.
- B. Any on-campus resident who holds a valid MTSU Blue parking permit may park in any ~~legal~~ clearly marked Blue, White, Red, or Green parking space as well as the parking meters.
- C. Any resident who holds a valid MTSU White parking permit may park in any ~~legal~~ clearly marked White, Red, or Green permit parking area.

#### **X. Bicycles on Campus**

- A. All bicycles on MTSU property must be operated in accordance with all traffic rules, regulations, postings, or directions, regardless of whether the rule, regulation, posting, or direction is included in this policy.
- B. Employees and students using bicycles on campus must register them with Parking and Transportation Services to ensure proper return if recovered after theft, confiscation due to illegal or improper parking, or abandonment.
- C. Bicycle racks are available throughout campus for bicycle parking. Bicycles may not be parked in any other areas not designated for such parking.

Bicycles that are inappropriately parked, in a state of disrepair (flat tires, bent rims, broken chains, etc.) or abandoned (appearance of non-use, etc.) are subject to impoundment.

**Judicial Procedures**

D.

**XI. Appeal of Citations**

A. Any MTSU student, other than a student holding a faculty/administrative/staff parking permit, who receives a parking/traffic citation may appeal the citation within fifteen (15) calendar days of issuance by going to the SGA web site SGA web site which provides the specific hearing procedures are at the website.

B. Any MTSU employee or student holding a faculty/administrative/staff parking permit or parking pass who receives a citation may appeal the citation within fifteen (15) calendar days of issuance by filing an appeal form or by going to the Parking Services Parking Services web site. An appeal form may be obtained at the Parking and Transportation Services Office. Attach the citation to the appeal form and forward to Parking and Transportation Services, P.O. Box 147. The MTSU Parking and Traffic Committee will handle disposition of the appeal. Specific hearing procedures are described at the website.

C. Any MTSU student or employee who has his/her vehicle towed may appeal such action to the appropriate judicial body as indicated above. This can be done only after the vehicle has been secured from impoundment and within seven (7) calendar days of the towing date.

D. All appeal decisions are available on the Parking Services website. Individuals who have appealed will also be notified of the appeal decision through the email address provided with the appeal. The appeal decision is final. Specific hearing procedures are described at the website.

E. The payment of citations will in no way restrict the Office of Student Conduct or the University Parking and Traffic Committee from revoking parking privileges.

**XI. Accidents**

A. All accidents involving a vehicle must be reported to the University Police as soon as possible. The vehicle(s) are not to be moved until the investigating officer instructs the parties to do so. Failure to comply with the provisions of this paragraph may result in criminal prosecution.

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~~B.~~ A copy of the accident report will be furnished to all involved parties at one dollar (\$1.00) per page. The copy may be secured at the University Police, Monday through Friday, 8:00 a.m.–4:00 p.m.

A. ~~XII. for~~ violations found on the Parking Services Regulations website.

~~B.~~ Vehicles of violators with five (5) ~~or~~ more citations (paid or not paid) in a semester will be towed/booted at the owner's/registant's expense.

C. No more than two (2) tickets will be issued per day for the ~~same violation at the same location~~. This does not apply to being parked in a parking meter.

~~D.~~ ~~E.~~ ~~4:00 p.m.~~

~~F.~~ **XIII. Parking and Transportation Services/Public Safety**

~~A.~~ The Parking and Transportation Services Office is located in 1403 East Main Street. The phone number is 615-898-2850. The office is open 7:30 a.m. to 5:30 p.m., Monday through Thursday, and 7:30 a.m. to 4:30 p.m. on Friday. Note: During non-peak times when classes are not in session, hours of operation will be 7:30 a.m. to 4:30 p.m.

~~B.~~ The University Police Department is recognized by the State of Tennessee as an independent police agency and is empowered to perform all duties required by law.

Forms: none.

Revisions: June 5, 2017 (new); \_\_\_\_\_, 2017. ~~none.~~

References:





## **775 Traffic, Parking, and Safety Enforcement**

**Approved by Board of Trustees**

**Effective Date:** \_\_\_\_\_, 2018

**Responsible Division:** Business and Finance

**Responsible Office:** Administration

**Responsible Officer:** Assistant Vice President, Administration

### **I. Purpose**

This policy will define Middle Tennessee State University (MTSU or University) traffic, parking, and safety enforcement. It will facilitate the orderly and efficient flow of traffic on the MTSU campus and property owned by MTSU, endeavor to provide a safe atmosphere for both pedestrians and vehicle operators, and provide order with regard to parking within limited space.

### **II. Scope**

MTSU reserves the right to regulate the use and/or parking of all vehicles on its campus or on property owned by MTSU in accordance with this policy and to forbid the use of a vehicle by any person whose operation of the vehicle fails to comply with University policies, City of Murfreesboro ordinances, and/or Tennessee state laws pertaining to vehicles.

### **III. Definitions**

- A. Campus. The main MTSU campus and any additional property owned by the University.
- B. Vehicle. Any self-propelled vehicle, including, but not limited to, automobiles, motorcycles, scooters, mopeds, and golf carts capable of exceeding twenty-five (25) miles per hour over level, paved surfaces.
- C. Visitor. Any person on the campus who is not a current student, member of the faculty, staff, or administration.

### **IV. Registration of Vehicles and Parking Permits**

- A. All students and employees must register vehicles they park on campus with the MTSU Parking and Transportation Services Office by purchasing a parking permit. Any vehicle parked on

campus must display a current and valid parking permit. Failure to do so may result in the issuance of a parking citation.

- B. The acceptance by any person of a parking permit, whether temporary or permanent, shall constitute the acceptance of the rules, policies, ordinances, and/or laws governing the safe and responsible operation and parking of a vehicle on campus.
- C. The cost of parking permits, together with appropriate information sufficient to justify the amount, shall be submitted for review and approval to the MTSU Board of Trustees (Board). Once adopted or amended, parking permit costs, along with requirements, limitations and procedures for securing parking permits, shall be affirmatively communicated to the MTSU faculty, staff, and students through the Parking Services website, and the Traffic and Parking Regulations handbook.
- D. Parking permits may be denied for any student or employee who has outstanding fines from prior semester(s) until they are paid in full. The first citation issued to an employee for an expired parking permit may result in towing of the vehicle.
- E. Parking permits are issued to students only after all registration fees are paid.
- F. The MTSU parking permit must be properly attached to the front windshield in the extreme lower corner on the driver's side or hung from the rearview mirror of the vehicle with the decal number facing the outside of the vehicle and clearly readable. In those cases where compliance with the above is not feasible, the parking permit must be clearly visible when viewing the vehicle or the parking permit holder must consult with Parking and Transportation Services for proper placement of the parking permit.
- G. The parking permit holder will be responsible for parking violations received by any vehicle bearing his/her parking permit.
- H. It is considered fraudulent for a registered parking permit holder to give his/her parking permit to another person. Parking permits are transferable from vehicle to vehicle provided that the vehicles are registered under the same account. Parking permits are not transferable from person to person. When a parking permit is reported as lost or stolen, but is found in another vehicle on campus, an inquiry will be made into the parking permit. If it is found that an individual reported a parking permit lost or stolen, but in fact gave the parking permit to another individual for use, both parties may be cited with a fine for their actions.
- I. Temporary Parking Permits may be issued to employees, students, and visitors as identified on the [Parking Services](#) website.
- J. Visitors, including family members of employees or students, must park at meters or register their vehicles with Parking and Transportation Services by obtaining a temporary parking permit. Failure to comply may result in the vehicle being issued a "No Campus Permit" citation, and the fine may not be waived.

- K. Disabled Parking Permits. Any person, whether student or employee, may apply for disabled parking privileges.
1. To obtain an MTSU Disabled Parking Permit, persons must have a state-issued disabled license plate or placard and must provide proof of its ownership.
  2. Temporary disabled parking permits, whether state issued, or issued by MTSU, may be issued for the estimated duration of the disabling condition as noted on a physician's statement certifying an impairment but not in excess of six (6) months.
    - a. Those with MTSU-issued temporary parking permits must park in white or green spaces only. The blue disabled parking spaces are reserved for those holding permanent disabled parking permits.
    - b. Those holding temporary state-issued disabled placards may also park in the blue disabled parking spaces.
  3. The individual to whom the disabled license plate or placard has been issued must be using the vehicle in order for the vehicle to be parked in the disabled space. The owner of the parking permit or owner of the vehicle may be charged the maximum fine allowed by law for improper use of a disabled placard or license plate.
  4. Pursuant to T.C.A. § 55-21-108, fines for violating the disabled parking law cannot be suspended or waived.
- L. Parking permit colors. The area authorized for parking is denoted by the color of the parking permit.
1. White - Available to faculty/administrators/staff (including resident directors and graduate assistants).
  2. Green - Available to commuter students.
  3. Blue – Available to students and employees with qualified disabilities.
  4. Red - Available to on-campus residents.
- M. The following parking spaces are reserved as noted:
1. Disabled Parking, Health Services, Library staff, Housing staff, Maintenance spaces, President, Vice Presidents, University Deans – reserved twenty-four (24) hours a day.
  2. Speech Clinic spaces, CDC Parent spaces in Fairview parking lot – reserved Monday through Thursday, from 8:00 a.m. to 4:00 p.m.
- N. Parking is allowed only in clearly designated parking spaces. Only one (1) vehicle is permitted to park per space. In gravel lots, legal parking spaces are designated by concrete bumper blocks, except for those painted yellow.
- O. All students and employees are to park in their assigned areas, Monday through Friday, 7:00 a.m. to 5:30 p.m., except for the following streets and parking lots which will open for all permitted parking at 6:30 p.m.:
1. Old Main Circle and Faulkenberry Drive (on-street parking).

2. Davis Science Lot.
  3. Honors Lot.
  4. Founders Lot.
- P. If a parking permit is lost or stolen, a "Parking Permit Loss Report" must be provided to Parking and Transportation Services along with a replacement fee to obtain a new parking permit.
- Q. Damaged parking permits must be replaced within three (3) business days.
- R. The operator of any disabled vehicle parked in violation of University policies must report the vehicle immediately to Parking and Transportation Services. Failure to report may result in traffic citations and/or towing. The vehicle must be called in each day it is disabled and parked in violation of University policies.
- S. No personal recreational or work travel trailers should be parked or stored on campus property, except as authorized.
- T. Advertising vehicles "For Sale" in University parking lots is prohibited. Any vehicle identified for such wrongful display for a period of forty-eight (48) hours or more will be identified as a disabled vehicle and may result in traffic citations and/or towing.

#### **V. Operation of Vehicle Enforcement**

- A. All Tennessee laws, City of Murfreesboro ordinances, and University policies pertaining to vehicles are applicable twenty-four (24) hours a day, unless otherwise noted.
- B. Operators of vehicles on MTSU property must obey all traffic rules, regulations, posting, or directions, regardless of whether the rule, regulation, posting, or direction is included in this policy.
- C. Moving violations will be charged to the operator of the vehicle at the time of the violation.
- D. Speed limits are posted throughout the campus. All speed limits are radar enforced.
- E. Passing on campus is prohibited.
- F. All vehicles must come to a complete stop at intersections where a stop sign (either mounted on a post or painted on the street surface) is displayed.
- G. Motorists are to yield the right-of-way to all pedestrians in a cross walk.

- H. Upon the immediate approach of an authorized emergency vehicle making use of audible and visual signals, or a police vehicle properly and lawfully making use of an audible signal only, the drivers of all other vehicles shall yield the right-of-way and shall immediately drive to a position parallel to, or as close as possible to, the right hand edge or curb of any intersection and shall stop and remain in such position until the authorized emergency vehicle has passed, except when otherwise directed by a police officer.
- I. All persons riding on a motorcycle, either as operator or passenger, must wear a helmet of the type approved by the Commissioner of Safety for the State of Tennessee.
- J. All vehicles must come to a complete stop for a school bus loading or unloading children.
- K. Any person who drives in willful and wanton disregard for the safety of persons or property will be considered to have engaged in reckless driving.
- L. The driver of any vehicle shall obey the instructions of any official traffic-control device unless otherwise directed by a traffic or police officer.
- M. U-turns are prohibited on the campus.
- N. Loud mufflers, cut-outs, and any other noise-making devices attached to or located within or on any vehicle are prohibited.
- O. Excessive loud playing of radios and stereos in vehicles is prohibited. The playing shall be deemed excessively loud if it is disturbing the academic environment of the campus.

## **VI. Towing/Booting of Vehicles**

- A. Vehicles may be towed/booted if the vehicle is parked or left in violation of University policies, City of Murfreesboro ordinances, and/or Tennessee laws pertaining to motor vehicles, if said vehicle constitutes a traffic/pedestrian hazard if five (5) or more traffic/parking citations were issued in a semester, or other violations found on the Parking Services website. The owner/parking permit holder of the vehicle will be responsible for any fines assessed against the vehicle and the cost of towing/booting.
- B. Any person whose vehicle is impounded may appeal such action as provided below in Section XI and on the [Parking Services](#) website.
- C. If a boot is removed by the owner/parking permit holder of the vehicle and damaged, the owner/parking permit holder will be responsible for the cost of the boot as well as the fine and boot removal fee. The owner/parking permit holder of the vehicle may be prosecuted if a boot is improperly removed or damaged.

## VII. Violations and Penalties

- A. Fines may be assessed for violations found on the Parking Services website. Fines may be set as determined by MTSU, but will not exceed the amounts imposed by Tennessee law or local ordinance for the same offenses. Such fines are subject to the prior review and approval of the Board. Proposed fines shall be submitted to the Board together with information sufficient to justify the amount of the fine. Such information shall include consideration of fines for the same offense set by Tennessee law or local ordinance, fines for the same offense at similarly situated institutions, association to enforcement costs at the institution, and/or the unique traffic or parking considerations at each institution. Once adopted or amended, all fines shall be affirmatively communicated to the faculty, staff, and students through the Parking Services website and the Traffic and Parking Regulations handbook.
- B. Citations may be given every four (4) hours. No more than two (2) citations will be issued per day for the same violation at the same location. This does not apply to being parked at parking meters.
- C. Overtime parking citations (meters) may be issued every hour.
- D. All fines are to be paid at the Business Office in the Student Services and Admissions Center, Monday through Friday, 8:00 a.m.-4:00 p.m.
- E. Any student with unpaid parking fines may not receive grades or transcripts or be able to register for the next semester until the fines are paid.
- F. A parking permit may be revoked for repeated or flagrant parking or moving vehicle violations. Additionally, a parking permit may be revoked for:
  - 1. operating a vehicle while impaired;
  - 2. leaving the scene of an accident;
  - 3. failure to yield the right-of-way to an emergency vehicle when displaying its emergency lights; or,
  - 4. failure to obey an officer directing traffic.

## VIII. Visitors

- A. Visitors are subject to the policies, ordinances, and laws pertaining to vehicles while on the campus. Violation of such may result in a citation and/or towing of the vehicle.
- B. All visitors are requested to use parking meters or obtain a visitor's parking pass at either the Parking and Transportation Services Office or its website. Visitor parking



permits may not be issued to vehicles registered to current students or employees. See [Visitor Parking](#) website.

- C. Upon securing a visitor parking pass, visitors may park in the Visitor Lot, or any white, red, green or blue color-coded space that is not marked as reserved.
- D. Requests for special guest parking passes should be submitted to the Parking and Transportation Services Office as far in advance as possible. Special event parking requests should be submitted at least seven (7) calendar days in advance.

### **IX. Resident Parking**

- A. All on-campus residents seeking to park a vehicle on campus are required to obtain a parking permit according to their residential area. A maximum of two (2) parking permits may be obtained by any family residing at Womack Lane Apartments.
- B. Any on-campus resident who holds a valid MTSU Blue parking permit may park in any clearly marked Blue, White, Red, or Green parking space as well as the parking meters.
- C. Any resident who holds a valid MTSU White parking permit may park in any clearly marked White, Red, or Green permit parking area.

### **X. Bicycles on Campus**

- A. All bicycles on MTSU property must be operated in accordance with all traffic rules, regulations, postings, or directions, regardless of whether the rule, regulation, posting, or direction is included in this policy.
- B. Employees and students using bicycles on campus must register them with Parking and Transportation Services to ensure proper return if recovered after theft, confiscation due to illegal or improper parking, or abandonment.
- C. Bicycle racks are available throughout campus for bicycle parking. Bicycles may not be parked in any other areas not designated for such parking.
- D. Bicycles that are inappropriately parked, in a state of disrepair (flat tires, bent rims, broken chains, etc.) or abandoned (appearance of non-use, etc.) are subject to impoundment.

### **XI. Appeal of Citations**

- A. Any MTSU student, other than a student holding a faculty/administrative/staff parking permit, who receives a parking/traffic citation may appeal the citation within fifteen (15)

calendar days of issuance by going to the SGA web site which provides the specific hearing procedures.

- B. Any MTSU employee or campus visitor holding a faculty/administrative/staff parking permit or parking pass who receives a citation may appeal the citation within fifteen (15) calendar days of issuance by filing an appeal form or by going to the Parking Services web site. Specific hearing procedures are described at the website.
- C. Any MTSU student or employee who has his/her vehicle towed may appeal such action as indicated above. This can be done only after the vehicle has been secured from impoundment and within seven (7) calendar days of the towing date.
- D. All appeal decisions are available on the Parking Services website. Individuals who have appealed will also be notified of the appeal decision through the email address provided with the appeal. The appeal decision is final.
- E. The payment of citations will in no way restrict the Office of Student Conduct or the University Parking and Traffic Committee from revoking parking privileges.

Forms: none.

Revisions: June 5, 2017 (new); \_\_\_\_\_, 2017.

References:



**Middle Tennessee State University  
Finance and Personnel Committee**

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Tab 3

Governor's Budget Update





**Middle Tennessee State University  
Board of Trustees**

MEETING: Finance and Personnel Committee

SUBJECT: [Governor's Budget Update](#)

DATE: February 27, 2018

PRESENTER: Alan Thomas

ACTION REQUIRED: None

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**BACKGROUND INFORMATION:**

Governor Haslam held his State of the State Address on Monday, January 29, 2018, at which time he presented the 2018-19 State Budget. After a preliminary analysis of the budget in relation to higher education, Dr. McPhee sent to all Board members a summary of the financial impact to MTSU. Later in the week, an email was sent to the campus and all Board members with similar information as well as any additional information derived after the initial review.

The following three documents are included in these meeting materials for your information and review:

- THEC's Summary of the Governor's FY 2018-19 Budget Recommendation
- Initial Review of the Governor's Budget and Impact to MTSU
- Dr. McPhee's Email to Campus and Board Members





MIKE KRAUSE  
Executive Director

BILL HASLAM  
Governor

STATE OF TENNESSEE  
HIGHER EDUCATION COMMISSION  
STUDENT ASSISTANCE CORPORATION  
PARKWAY TOWERS, SUITE 1900  
NASHVILLE, TENNESSEE 37243-0830  
(615) 741-3605

## MEMORANDUM

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

**From:** Mike Krause

**Subject:** Governor's FY 2018-19 Budget Recommendation

**Date:** January 29, 2018

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This evening, Governor Bill Haslam presented his 2018-19 budget proposal to the 110<sup>th</sup> General Assembly. It includes an operating improvement of \$28.6 million to fund productivity increases and \$26.4 million for salary increases across universities, community colleges, and Tennessee Colleges of Applied Technology—a total of \$55 million, matching the THEC recommendation for all formula units and TCATs.

Including the recurring improvements listed below, the Governor's budget recommends recurring appropriations for higher education totaling \$1.57 billion, an increase of \$88.8 million, or 6.0 percent, over the 2017-18 recurring appropriation level. Higher education is also recommended to receive \$10.3 million in non-recurring appropriations.

Finally, of THEC's 10 recommended capital outlay projects, the Governor's budget includes full funding for three, partial funding for two, and one strategic initiative, all of which total over \$86 million in capital improvements. The Governor's budget also recommends over \$121 million for capital maintenance, \$40 million of which is identified as recurring funds. See below for additional details.

### ***Recurring Institutional Improvements and Reductions (\$73.2 million)***

- \$28.6 million to fund university and community college productivity increases through the outcomes-based formula and TCAT funding increases;
- \$26.4 million for salary increases at UT, TBR, and LGI formula units;
  - The Governor's combined \$55 million recommendation for productivity and salary increases at universities, community colleges, and TCATs meets THEC's recommendation of \$55 million.
- \$10.2 million for salary increases at UT, TBR, and LGI non-formula units;

- \$6.1 million for increases to group health insurance premiums.
- \$1.0 million to implement a Relational Advising program at the 13 Tennessee Board of Regents' community colleges;
- \$860,000 for a Genomics Center for the Advancement of Agriculture at the University of Tennessee Institute of Agriculture to conduct research to improve agricultural outcomes.

***Non-recurring Institutional Improvements (\$3.2 million)***

- \$1.0 million to purchase and equip a Mobile Adaptive Training Unit for the Tennessee Board of Regents to quickly respond to workforce needs;
- \$750,000 to provide Cost Allocation Support for the Tennessee Board of Regents;
- \$750,000 to provide continued financial aid for the Medical Education Program jointly administered by Middle Tennessee State University and Meharry Medical College;
- \$500,000 to Tennessee Technological University to match funds provided by the National Science Foundation for cyber security research (year 2 of 4);
- \$200,000 to the University of Tennessee-Knoxville for minority teaching scholarships.

***Capital Improvements (\$207.4 million)***

- \$86.2 million for 6 capital outlay projects:
  - \$35.1 million for Middle Tennessee State University's Academic Classroom Building;
  - \$4.0 million the University of Tennessee Institute of Agriculture's Energy and Environmental Science Research Building/Ellington (Preplanning);
  - \$22.5 million for Cleveland State Community College's Campus Revitalization;
  - \$8.1 million for the University of Tennessee Institute of Agriculture's Veterinary Medical Center Teaching and Learning Center;
  - \$14.5 million for Phase III Improvements to the Tennessee Colleges of Applied Technology;
  - \$2.0 million for TBR and LGI Campus Security Recommendations (included in THEC's Strategic Initiatives recommendation).
- \$121.2 million for 70 capital maintenance projects:
  - \$24.8 million for 27 projects in the Tennessee Board of Regents system;
  - \$47.5 million for 6 projects in the University of Tennessee system;
  - \$48.9 million for 37 projects at the Locally Governed Institutions.

***Recurring THEC/TSAC Improvements (\$15.7 million)***

- \$10.0 million for the Tennessee Student Assistance Awards (TSAA) program to fund approximately 5,500 additional students. This will increase the total amount of funding for TSAA to nearly \$108 million. Currently an estimated 70,500 eligible students go unfunded due to program demand;



- \$2.46 million for Advise TN to provide one-on-one assistance for students during the college admissions and financial aid processes and through the transition from high school to college, including three recurring positions;
- \$1.25 million for College Coaching to fund a college coaching initiative for Tennessee Promise students entering higher education;
- \$750,000 to expand the Seamless Alignment and Integrated Learning Support (SAILS) program in high-demand areas;
- \$500,000 for Tennessee Promise Bridge Grants to support summer programs for Promise students to address remediation needs and gain college skills;
- \$429,600 to Centers of Excellence, Campus Centers of Emphasis, and the Tennessee Foreign Language Institute for a 2.5 percent salary pool increase;
- \$200,000 for two positions that provide administrative/fiscal oversight and leadership for the Adult Learner Program;
- \$96,300 for one position that provides coordination and oversight of the Labor Education Alignment Program (LEAP);
- \$84,000 for one new position to administer fiscal affairs for the Tennessee Reconnect program;
- A reduction of \$75,500 to THEC/TSAC administration.

***Non-Recurring Drive to 55 and THEC Administered Initiatives (\$7.1 million)***

- \$5.0 million for a University Research Fund to support research areas aligned with state economic and community development priorities and initiatives;
- \$1.0 million for Veteran Reconnect—renewal of competitive grants focused on improving the success of student veterans by enhancing training for faculty and staff who work with veterans;
- \$800,000 for Tennessee Promise Forward—renewal of competitive grants to institutions to develop programs to recruit and retain Tennessee Promise participants;
- \$276,000 for a Mechatronics Pilot Program to expand opportunities for mechatronics education through high school and postsecondary partnerships.



**Vice President for Business and Finance**  
 Cope Administration Building 119  
 1301 East Main Street  
 Murfreesboro, TN 37132  
 o: (615) 898-2852 • f: (615) 898-5906



**MEMORANDUM**

**TO:** Dr. Sidney A. McPhee

**FROM:** Alan Thomas *at*

**DATE:** January 29, 2018

**RE:** **Governor’s FY 2018-19 Budget Recommendations – Initial Review**

This evening, Governor Haslam presented his FY 2018-19 budget recommendations to the General Assembly. Our preliminary and limited review of the Budget Document reveals the following items pertinent to higher education and Middle Tennessee State University specifically:

**Operating Funds**

As detailed below, the Governor has recommended additional total recurring funding of \$5.8 million for MTSU:

- \$2.7 million is to recognize improvements in educational outcomes at the University. THEC’s recommendation for MTSU was \$4.5 million through the funding formula, which included a request for new funding for higher education. As you can see, the Governor’s Budget was \$1.8 million less than THEC’s recommendation.
- \$2.6 million is provided to fund a 2.5% salary policy for all employees, effective July 1, 2018. The total cost to implement a 2.5% salary policy across the campus is \$3.7 million, including benefit costs. This leaves approximately \$1.1 million to be funded through a combination of existing university funding and increased student revenues. If funded solely by student revenues, a maintenance fee increase of approximately 0.7% would be required.
- \$509,000 to annualize funding of an increase of 4.7% in the employer share of premiums for employees participating in the state health insurance program, effective January 1, 2018.

**Capital Outlay**

The Governor recommended \$94.8 million in capital outlay funding for all of higher education, which includes funding for one of MTSU’s recommended priority capital projects at \$38.0 million.

| Capital Outlay              | State      | Match     | Total      |
|-----------------------------|------------|-----------|------------|
| Academic Classroom Building | 35,100,000 | 2,900,000 | 38,000,000 |

The Applied Engineering Building, which ranked seventh on THEC’s capital outlay list, was not funded in the Governor’s Budget. As you will recall, the total project cost for this building was \$54 million.

Capital funding for TBR and LGI Campus Safety Recommendations is provided at \$2 million. MTSU’s share of this funding is approximately \$213,000.

**Capital Maintenance**

The Governor recommended \$121.2 million in capital maintenance funding for all of higher education, which includes funding for all seven (7) of MTSU’s recommended capital maintenance projects at \$8.2 million.

| <b>Capital Maintenance</b>   | <b>Total</b>     |
|--|------------------|
| Mechanical and Electrical Updates for Data and Communication Centers | 1,212,000        |
| KUC and Miller Education Center Roof Replacements                    | 1,500,000        |
| Steam, Condensate and Manhole Repair/Replacement Phase II            | 2,350,000        |
| Domestic Water and Sewer Systems Updates Phase I                     | 1,010,000        |
| Maintenance Complex Roofs Replacement                                | 1,048,000        |
| Several Buildings Smoke Evacuation Repair and Retro-Commissioning    | 500,000          |
| Elevator Modernization Phase II                                      | 550,000          |
| <b>Total Capital Maintenance Funds</b>                               | <b>8,170,000</b> |

Staff will continue to analyze the budget document and will keep you informed as additional information concerning the budget becomes available.

I am available to discuss any of the above information at your convenience.

- Cc: Vice Presidents
- Kathy Thurman
- Kathy Musselman
- Joe Whitefield
- Bill Waits

## Alan Thomas

---

**From:** Kimberly Edgar  
**Sent:** Wednesday, January 31, 2018 4:19 PM  
**To:** University  
**Subject:** Message from President McPhee RE: Governor Haslam's 2018-19 budget proposal to the Tennessee General Assembly

Good afternoon.

As you are aware, on Monday evening Governor Haslam presented his 2018-19 budget to the Tennessee General Assembly. We have conducted a preliminary analysis of the details of the Governor's Budget and I wanted to outline how his proposed budget could affect our University, if approved by the Legislature.

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

- The budget provides \$2.6 million for the creation of a 2.5% salary pool for MTSU employees effective July 1, 2018. If adopted by the Legislature, the distribution will be subject to the approval of a salary compensation plan by our new Board of Trustees in late spring or early summer. Increases over the past few years have been minimal, and as you know, I have been making the case to our state legislative leaders and the executive branch for quite some time, and most recently to our own newly established Board of Trustees, regarding the importance of improving salaries for our employees. This second year of funding for salary increases is a step in the right direction.
- Net operating appropriations, which includes adjustments made through the funding formula, will increase by \$2.7 million.
- A new academic classroom building for MTSU's College of Behavioral and Health Sciences, ranked No. 1 on the higher education priority list by the Tennessee Higher Education Commission, is among \$94.8 million in capital outlay projects that Haslam recommended for the state's universities, community colleges and technical colleges. The recommendation would provide \$35.1 million in state funding and require the university to raise \$2.9 million through other sources.
- All seven (7) capital maintenance projects submitted by the University were included in the budget at \$8.2 million. For the second year in a row, the Governor's Budget added \$40 million to the recurring budget for higher education capital maintenance. In the

past, capital maintenance funding had always been from non-recurring funding sources.

- Non-recurring funding of \$750,000 was included for a project between MTSU and Meharry Medical College for a fast-track program for select, qualified students to receive both an undergraduate degree from MTSU and a medical degree from Meharry in six years. The program is slated to begin in Fall 2019.

A new initiative included in the budget is the establishment of a University Research Fund to support research areas aligned with state economic and community development priorities and initiatives. The budget includes \$5.0 million of non-recurring funds for this initiative and would be shared among the public universities.

With the limited operating appropriations provided in the budget to cover our fixed costs increases (i.e. faculty promotion increases, utilities, software maintenance, etc.) and increases in funding scholarships, we will once again be operating on a very tight budget. The FOCUS Act, if you will remember, also gives THEC the authority to issue a binding tuition and mandatory fees range that the University must stay within when raising tuition and fees. While the preliminary recommendation is for a tuition increase in the range of 0-3%, the final range will not be issued until early May by THEC.

As the Legislature debates the final budget, we will continue to review additional information as it becomes available and incorporate the impact into the University's budgeting process for the upcoming year. As future developments are known, I will continue to communicate with the campus through our campus website and with email messages to keep you abreast of the Legislature's actions.

Sincerely,  
Sidney A. McPhee  
President

I AM *true* **BLUE**  
MIDDLE TENNESSEE STATE UNIVERSITY



**Middle Tennessee State University  
Finance and Personnel Committee**

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Tab 4

University Budget Discussion







**Middle Tennessee State University  
Board of Trustees**

MEETING: Finance and Personnel Committee

SUBJECT: [University Budget Discussion](#)

DATE: February 27, 2018

PRESENTER: Alan Thomas

ACTION REQUIRED: None

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**BACKGROUND INFORMATION:**

The Department of Finance and Administration requests state agencies annually to prepare a budget scenario that includes a reduction in state appropriations. For the 2018-19 fiscal year, the department requested a 2.5 percent budget reduction scenario. The attached schedule, as prepared by THEC, shows this would result in a reduction in state appropriations of \$34.8 million for all of higher education. Specifically, for MTSU, the result would be a reduction of approximately \$3.5 million.

The Department of Business and Finance worked with each division, college and department across campus in an exercise that identified areas where reductions would need to be made if this were to occur. Each department and/or unit was requested to review their unit budget and provide information related to the impact of such a reduction on their respective area. Divisions and Colleges were given the flexibility to reduce more in one area and less in other areas to reduce the effect of the impact on small units.

At this time, we have not been notified or are we aware of any plans to have state agencies make these reductions; however, the University felt this exercise was necessary in the event these reductions become part of the final State Budget.

As a reminder, the University is in the middle of the 2018-19 budget process. This involves reviewing all budget related matters, as well as a review of tuition and fee rates. A timeline of this process has been included in these materials for your information. As you will see, this information will come to the Committee in May.



## ATTACHMENT IV

### 2018-19 State Appropriations Distribution With a 2.5% Reduction

|  | A                                     | B                              | C                               | D                                     | E = C + D             | F = E + A                 | G = E / A         | H = F / B         |
|--|---------------------------------------|--------------------------------|---------------------------------|---------------------------------------|-----------------------|---------------------------|-------------------|-------------------|
|  | <b>Breakdown of 2018-19 Changes</b>   |                                |                                 |                                       |                       |                           |                   |                   |
|  | 2017-18<br>Appropriation <sup>1</sup> | 2018-19<br>Formula Calculation | Outcomes Formula<br>Adjustments | 2.5% Reduction to<br>Higher Education | 2018-19<br>Change     | 2018-19<br>Recommendation | Percent<br>Change | Percent<br>Funded |
| <b>Academic Formula Units</b>          |                                       |                                |                                 |                                       |                       |                           |                   |                   |
| <b>LGI Universities</b>                |                                       |                                |                                 |                                       |                       |                           |                   |                   |
| Austin Peay                            | \$44,621,700                          | \$68,775,400                   | \$198,900                       | (\$1,281,400)                         | (\$1,082,500)         | \$43,539,200              | -2.4%             | 63.3%             |
| East Tennessee <sup>2</sup>            | 60,749,800                            | 93,186,000                     | (21,000)                        | (1,736,200)                           | (1,757,200)           | 58,992,600                | -2.9%             | 63.3%             |
| Middle Tennessee                       | 97,003,700                            | 147,765,100                    | (706,000)                       | (2,753,100)                           | (3,459,100)           | 93,544,600                | -3.6%             | 63.3%             |
| Tennessee State                        | 36,757,500                            | 56,099,700                     | (197,600)                       | (1,045,200)                           | (1,242,800)           | 35,514,700                | -3.4%             | 63.3%             |
| Tennessee Tech                         | 46,731,100                            | 72,418,100                     | 463,400                         | (1,349,200)                           | (885,800)             | 45,845,300                | -1.9%             | 63.3%             |
| University of Memphis                  | 110,827,200                           | 168,880,200                    | (768,900)                       | (3,146,500)                           | (3,915,400)           | 106,911,800               | -3.5%             | 63.3%             |
| <b>Subtotal</b>                        | <b>\$396,691,000</b>                  | <b>\$607,124,500</b>           | <b>(\$1,031,200)</b>            | <b>(\$11,311,600)</b>                 | <b>(\$12,342,800)</b> | <b>\$384,348,200</b>      | <b>-3.1%</b>      | <b>63.3%</b>      |
| <b>Community Colleges<sup>3</sup></b>  |                                       |                                |                                 |                                       |                       |                           |                   |                   |
| Chattanooga                            | \$31,118,200                          | \$45,946,800                   | (\$1,174,900)                   | (\$856,100)                           | (\$2,031,000)         | \$29,087,200              | -6.5%             | 63.3%             |
| Cleveland                              | 10,988,200                            | 16,024,700                     | (544,900)                       | (298,300)                             | (843,200)             | 10,145,000                | -7.7%             | 63.3%             |
| Columbia                               | 15,026,400                            | 22,770,300                     | (187,100)                       | (424,200)                             | (611,300)             | 14,415,100                | -4.1%             | 63.3%             |
| Dyersburg                              | 9,388,600                             | 13,967,900                     | (285,800)                       | (260,200)                             | (546,000)             | 8,842,600                 | -5.8%             | 63.3%             |
| Jackson                                | 13,561,500                            | 20,389,500                     | (273,800)                       | (379,900)                             | (653,700)             | 12,907,800                | -4.8%             | 63.3%             |
| Motlow                                 | 13,292,500                            | 21,567,600                     | 763,000                         | (401,800)                             | 361,200               | 13,653,700                | 2.7%              | 63.3%             |
| Nashville                              | 20,259,300                            | 32,035,600                     | 618,100                         | (596,900)                             | 21,200                | 20,280,500                | 0.1%              | 63.3%             |
| Northeast                              | 18,137,200                            | 28,420,700                     | 384,400                         | (529,500)                             | (145,100)             | 17,992,100                | -0.8%             | 63.3%             |
| Pellissippi                            | 30,477,800                            | 47,210,300                     | 288,900                         | (879,600)                             | (590,700)             | 29,887,100                | -1.9%             | 63.3%             |
| Roane                                  | 21,087,900                            | 32,335,900                     | (14,800)                        | (602,500)                             | (617,300)             | 20,470,600                | -2.9%             | 63.3%             |
| Southwest                              | 27,147,100                            | 40,644,900                     | (659,000)                       | (757,300)                             | (1,416,300)           | 25,730,800                | -5.2%             | 63.3%             |
| Volunteer                              | 20,809,700                            | 33,720,200                     | 1,165,600                       | (628,300)                             | 537,300               | 21,347,000                | 2.6%              | 63.3%             |
| Walters                                | 23,469,700                            | 35,155,300                     | (559,200)                       | (655,000)                             | (1,214,200)           | 22,255,500                | -5.2%             | 63.3%             |
| <b>Community College Subtotal</b>      | <b>\$254,764,100</b>                  | <b>\$390,189,700</b>           | <b>(\$479,500)</b>              | <b>(\$7,269,600)</b>                  | <b>(\$7,749,100)</b>  | <b>\$247,015,000</b>      | <b>-3.0%</b>      | <b>63.3%</b>      |
| <b>UT Universities</b>                 |                                       |                                |                                 |                                       |                       |                           |                   |                   |
| UT Chattanooga                         | \$51,005,300                          | \$79,558,000                   | \$842,200                       | (\$1,482,300)                         | (\$640,100)           | \$50,365,200              | -1.3%             | 63.3%             |
| UT Knoxville <sup>2</sup>              | 214,270,000                           | 329,357,500                    | 370,600                         | (6,136,400)                           | (5,765,800)           | 208,504,200               | -2.7%             | 63.3%             |
| UT Martin <sup>2</sup>                 | 32,045,400                            | 48,561,500                     | (398,100)                       | (904,800)                             | (1,302,900)           | 30,742,500                | -4.1%             | 63.3%             |
| <b>Subtotal</b>                        | <b>\$297,320,700</b>                  | <b>\$457,477,000</b>           | <b>\$814,700</b>                | <b>(\$8,523,500)</b>                  | <b>(\$7,708,800)</b>  | <b>\$289,611,900</b>      | <b>-2.6%</b>      | <b>63.3%</b>      |
| <b>Total Colleges and Universities</b> | <b>\$948,775,800</b>                  | <b>\$1,454,791,200</b>         | <b>(\$696,000)</b>              | <b>(\$27,104,700)</b>                 | <b>(\$27,800,700)</b> | <b>\$920,975,100</b>      | <b>-2.9%</b>      | <b>63.3%</b>      |
| TN Colleges of Applied Technology      | \$66,857,600                          | \$103,658,300                  | \$696,000                       | (\$1,931,300)                         | (\$1,235,300)         | \$65,622,300              | -1.8%             | 63.3%             |
| <b>Total Academic Formula Units</b>    | <b>\$1,015,633,400</b>                | <b>\$1,558,449,500</b>         | <b>\$0</b>                      | <b>(\$29,036,000)</b>                 | <b>(\$29,036,000)</b> | <b>\$986,597,400</b>      | <b>-2.9%</b>      | <b>63.3%</b>      |

1 - Recurring funding. Includes historical funding of \$2.81M for legislative initiatives. A breakdown of these initiatives by campus is included in Appendix A.

2 - Does not include recurring funds appropriated to the ETSU Gray Fossil Site (\$350K), TTU Carnegie Classification Change (\$500K), UT Knoxville for the engineering college (\$3M), UT Martin Parsons Center (\$200K), or to UT Martin Somerville Center (\$250K). These appropriations are included as Program Initiatives.

3 - THEC's community college recommendation is only for the sector as a whole. Institutional detail displayed here is for informational purposes only.

## ATTACHMENT IV

# 2018-19 State Appropriations Distribution With a 2.5% Reduction

|  | A                                     | B                                      | C = B - A             | D = C / A         |
|--|---------------------------------------|--|-----------------------|-------------------|
| Specialized Units  | 2017-18<br>Appropriation <sup>1</sup> | 2018-19<br>Recommendation <sup>1</sup> | Total<br>Change       | Percent<br>Change |
| <b>Medical Education</b>   |                                       |  |                       |                   |
| ETSU College of Medicine   | \$33,094,900                          | \$32,579,400                           | (\$515,500)           | -1.6%             |
| ETSU Family Practice   | 7,160,800                             | 7,074,600                              | (86,200)              | -1.2%             |
| UT College of Vet Medicine   | 19,710,800                            | 19,324,300                             | (386,500)             | -2.0%             |
| UT Health Science Center   | 149,498,300                           | 146,710,500                            | (2,787,800)           | -1.9%             |
| <b>Subtotal</b>  | <b>\$209,464,800</b>                  | <b>\$205,688,800</b>                   | <b>(\$3,776,000)</b>  | <b>-1.8%</b>      |
| <b>Research and Public Service</b>                                     |                                       |  |                       |                   |
| UT Agricultural Experiment Station                                     | \$29,048,400                          | \$28,698,600                           | (\$349,800)           | -1.2%             |
| UT Agricultural Extension Service                                      | 35,590,500                            | 35,161,900                             | (428,600)             | -1.2%             |
| TSU McMinnville Center   | 608,200                               | 600,900                                | (7,300)               | -1.2%             |
| TSU Institute of Ag. and Environmental Research                        | 3,541,700                             | 3,499,000                              | (42,700)              | -1.2%             |
| TSU Cooperative Extension  | 3,510,100                             | 3,467,800                              | (42,300)              | -1.2%             |
| TSU McIntire-Stennis Forestry Research                                 | 193,300                               | 191,000                                | (2,300)               | -1.2%             |
| UT Space Institute   | 8,900,500                             | 8,780,500                              | (120,000)             | -1.3%             |
| UT Institute for Public Service  | 5,827,300                             | 5,757,100                              | (70,200)              | -1.2%             |
| UT County Technical Assistance Service                                 | 2,962,700                             | 2,927,000                              | (35,700)              | -1.2%             |
| UT Municipal Technical Advisory Service                                | 3,408,700                             | 3,367,600                              | (41,100)              | -1.2%             |
| <b>Subtotal</b>  | <b>\$93,591,400</b>                   | <b>\$92,451,400</b>                    | <b>(\$1,140,000)</b>  | <b>-1.2%</b>      |
| <b>Other Specialized Units</b>   |                                       |  |                       |                   |
| UT University-Wide Administration                                      | \$5,537,800                           | \$5,471,100                            | (\$66,700)            | -1.2%             |
| TN Board of Regents Administration                                     | 6,483,500                             | 6,405,400                              | (78,100)              | -1.2%             |
| TN Student Assistance Corporation                                      | 93,536,000                            | 93,514,400                             | (21,600)              | 0.0%              |
| Tennessee Student Assistance Awards                                    | 90,962,500                            | 90,962,500                             | -                     | 0.0%              |
| Tennessee Students Assistance Corporation<br>Loan/Scholarships Program | 1,795,300                             | 1,773,700                              | (21,600)              | -1.2%             |
| Loan/Scholarships Program  | 778,200                               | 778,200                                | -                     | 0.0%              |
| TN Foreign Language Institute  | 637,800                               | 630,100                                | (7,700)               | -1.2%             |
| Contract Education   | 1,832,500                             | 1,810,400                              | (22,100)              | -1.2%             |
| TN Higher Education Commission   | 4,495,700                             | 4,441,600                              | (54,100)              | -1.2%             |
| <b>Subtotal</b>  | <b>\$112,523,300</b>                  | <b>\$112,273,000</b>                   | <b>(\$250,300)</b>    | <b>-0.2%</b>      |
| <b>Program Initiatives</b>   |                                       |  |                       |                   |
| Campus Centers of Excellence   | \$17,685,600                          | \$17,472,600                           | (\$213,000)           | -1.2%             |
| Campus Centers of Emphasis   | 1,288,100                             | 1,272,600                              | (15,500)              | -1.2%             |
| Academic Scholars Program  | 1,211,800                             | 1,211,800                              | -                     | 0.0%              |
| UT Access and Diversity Initiative                                     | 5,806,700                             | 5,736,800                              | (69,900)              | -1.2%             |
| TBR Access and Diversity Initiative                                    | 10,256,900                            | 10,133,400                             | (123,500)             | -1.2%             |
| THEC Grants  | 6,028,400                             | 5,955,800                              | (72,600)              | -1.2%             |
| Research Initiatives - UT  | 5,852,900                             | 5,782,400                              | (70,500)              | -1.2%             |
| ETSU Gray Fossil Site <sup>2</sup>                                     | 350,000                               | 350,000                                | -                     | 0.0%              |
| TTU Carnegie Classification Recognition <sup>2</sup>                   | 500,000                               | 500,000                                | -                     | 0.0%              |
| UT Knoxville College of Engineering <sup>2</sup>                       | 3,000,000                             | 3,000,000                              | -                     | 0.0%              |
| UT Martin Parsons & Somerville Centers <sup>2</sup>                    | 450,000                               | 450,000                                | -                     | 0.0%              |
| <b>Subtotal</b>  | <b>\$52,430,400</b>                   | <b>\$51,865,400</b>                    | <b>(\$565,000)</b>    | <b>-1.1%</b>      |
| <b>Total</b>   | <b>\$1,483,643,300</b>                | <b>\$1,448,876,000</b>                 | <b>(\$34,767,300)</b> | <b>-2.3%</b>      |

1 - Recurring funds unless otherwise footnoted.

2 - Recurring funds appropriated to ETSU (\$350K), TTU (\$500K), UT Knoxville (\$3M), and UT Martin (\$450K).

NOTE: TSAA Awards, Loan/Scholarship Program, Academic Scholars Program, and Recurring Capital Maintenance are exempt from 2018-19 reductions per F&A budget instructions.

# Middle Tennessee State University

## Budget Calendar/Timeline

### August

- THEC requests various data from college campuses (i.e. financial, physical facilities information, enrollment statistics, etc.)

### October

- THEC sends appropriation data to campuses for verification (funding formula metrics)

### November

- THEC publishes appropriation recommendation
- THEC issues non-binding tuition guidance

### December

- Governor's Budget hearings

### January

- Governor's State of the State Address with release of Governor's Budget
- Proposed fee requests (including housing rates) received from campus departments

### February

- Senate and House budget hearings
- Budget worksheets sent to departments

### March

- Senate and House budget hearings continue
- Budget worksheets returned to Budget Office

## **April**

- President holds budget hearings with each academic college and division
- Estimated and Proposed budgets prepared

## **May**

- Legislature passes appropriations bill
- THEC issues binding tuition and mandatory fee ranges
- Finance and Personnel Committee reviews/recommends approval of the following:
  - Estimated and Proposed budgets
  - Maintenance fees and tuition
  - Mandatory fees
  - Non-Mandatory fees
  - Housing rates

## **June**

- Board of Trustees approves budgets, tuition and fees, and housing rates

## **July**

- Budget forms submitted to THEC
- THEC approves Estimated and Proposed budgets

## **August**

- THEC requests various data from college campuses (i.e. financial, physical facilities information, enrollment statistics, etc.)

## **September**

- Begin preparation of Revised Budget after finalizing year end and determining impact of fall enrollment on revenue



**Middle Tennessee State University  
Finance and Personnel Committee**

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**Tab 5**

**Regional Scholars Program**







**Middle Tennessee State University  
Board of Trustees**

MEETING: Finance and Personnel Committee

SUBJECT: [Regional Scholars Program](#)

DATE: February 27, 2018

PRESENTER: Alan Thomas

ACTION REQUIRED: None

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**BACKGROUND INFORMATION:**

The University implemented a Regional Scholars Program for both undergraduate and graduate students in Fall 2016, in an effort to increase enrollments of those students with the highest academic credentials. The program allows out of state students to attend the university at approximately half of the full out of state rate if they meet certain conditions. The tuition rate is calculated by taking the in-state tuition rate and adding the state subsidy, which represents the state appropriations received by the University per FTE. The conditions for the program are as follows:

- Graduated from a high school located in a county within 250 mile radius of MTSU (undergrad) or have a permanent address within a 250 mile radius (graduate)
- Have an ACT composite of 25 (SAT 1130) or above (undergraduate)
- Maintain full time enrollment (12 hours undergraduate / 10 hours graduate)
- Remain in good academic standing

The below scenarios have been included in these materials for your information and review:

- Expanding the program to include the entire state of all border states
- Expanding the program to include students from all 50 states



**Middle Tennessee State University  
Regional Scholars Program Scenarios - Undergraduate  
February 2018**

**Expansion to Include All Border States**

| Current Student Classification | No. of Students Enrolled | Revenue Generated |
|--------------------------------|--------------------------|-------------------|
| Non-Athletes                   | 5                        | \$ 63,600         |
| Athletes                       | 2                        | 25,440            |
| Total                          | 7                        | \$ 89,040         |

Additional Students Needed to Cover Revenue Loss 8

Additional Students Needed to Cover Guaranteed Scholarships 10

**Expansion to Include All States**

| Current Student Classification | No. of Students Enrolled | Revenue Generated |
|--------------------------------|--------------------------|-------------------|
| Non-Athletes                   | 35                       | \$ 445,200        |
| Athletes                       | 8                        | 101,760           |
| Total                          | 43                       | \$ 546,960        |

Additional Students Needed to Cover Revenue Loss 46

Additional Students Needed to Cover Guaranteed Scholarships 58

**Middle Tennessee State University  
Regional Scholars Program Scenarios - Graduate  
February 2018**

**Expansion to Include All Border States**

| Current Student Classification | No. of Students Enrolled | Revenue Generated |
|--------------------------------|--------------------------|-------------------|
| All Students                   | 6                        | \$ 67,320         |

Additional Students Needed to Cover Revenue Loss

5

**Expansion to Include All States**

| Current Student Classification | No. of Students Enrolled | Revenue Generated |
|--------------------------------|--------------------------|-------------------|
| All Students                   | 23                       | \$ 258,060        |

Additional Students Needed to Cover Revenue Loss

18



**Middle Tennessee State University  
Finance and Personnel Committee**

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**Tab 6**

**Capital Outlay Update**





**Middle Tennessee State University  
Board of Trustees**

MEETING: Finance and Personnel Committee

SUBJECT: [Capital Outlay Update](#)

DATE: February 27, 2018

PRESENTER: Bill Waits

ACTION REQUIRED: None

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**BACKGROUND INFORMATION:**

The Capital Outlay Budget request submittal deadline to the Tennessee Higher Education Commission, for consideration of 2019-20 capital project funding, is July 16, 2018. THEC evaluates submitted projects utilizing a point system and ranks projects for inclusion to the Governor's capital budget.

Capital projects being considered for submission include the resubmission of the Applied Engineering Building, ranked No. 7 on THEC's 2018-19 capital outlay priority listing, and a Concrete and Construction Management Building.

Included for your information and review are the following documents:

- Outline of the Capital Outlay submittal process with emphasis on THEC scoring criteria
- Information sheet on the Applied Engineering Building project
- Information sheet on a new Concrete and Construction Management Building





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## Summary of Tennessee Higher Education Commission Capital Outlay Requests process

**Submission Deadline: 16 July 2018**

### Process Overview:

All Capital Outlay Project requests are assessed and scored by THEC staff. Governing boards must report projects in priority order. Priority order will not be altered. THEC requests at least one capital outlay project request per institution per year. THEC will then rank all projects and send to the Governor for possible inclusion in the capital budget.

### Capital Outlay Scoring criteria for Fiscal Year 2019-2020:

- **State Goals & the Drive to 55 (25 points)**
  - Projected impact on credential production or enhancement in quality of credential production
  - Expansion of research and/or public service mission
  - Labor and workforce dynamics, including any appropriate analysis of local and regional supply/demand
- **Campus Master Plan & Strategic Plan (25 points)**
  - Specific references of proposed project in current master plan document
  - Relevant objectives from the strategic plan
  - Assessment of alternatives to the submitted project
- **Project Description and Impact on Campus** (point total forthcoming, 15 previous year)
  - Project narrative and project program summary
  - Project cost, pre-planning, and schedule data
  - Historical profile of facility and program
  - Migration plan – future plan for vacated space
  - Operational cost
  - Itemized equipment costs
- **Space Needs** (point total forthcoming; 10 previous year)
  - Space needs analysis
  - Evidence of physical facility need (lack of space, inadequate conditions, etc.)
  - Migration plan – future plan for vacated space (usage, demolition, etc.)
- **Institutional Match Funding** (points forthcoming; 15 previous year)
  - Points are awarded category based on the amount of match funding institutions give beyond minimum requirements (1.5% renovation, 5% new building construction)

Missing scoring point criteria will be sent by THEC in final instructions. Preliminary instructions have been received.

The Capital Budget request submittal is a labor intensive process requiring the work and coordination of the Department of Campus Planning, Academic Affairs, and the Department of Facilities Services. Early project request determination will help to ensure a comprehensive submittal and project programming and planning.

## Applied Engineering Building

Gross Square Footage: 88,000 Square Feet

Estimated Construction Cost: \$47,000,000

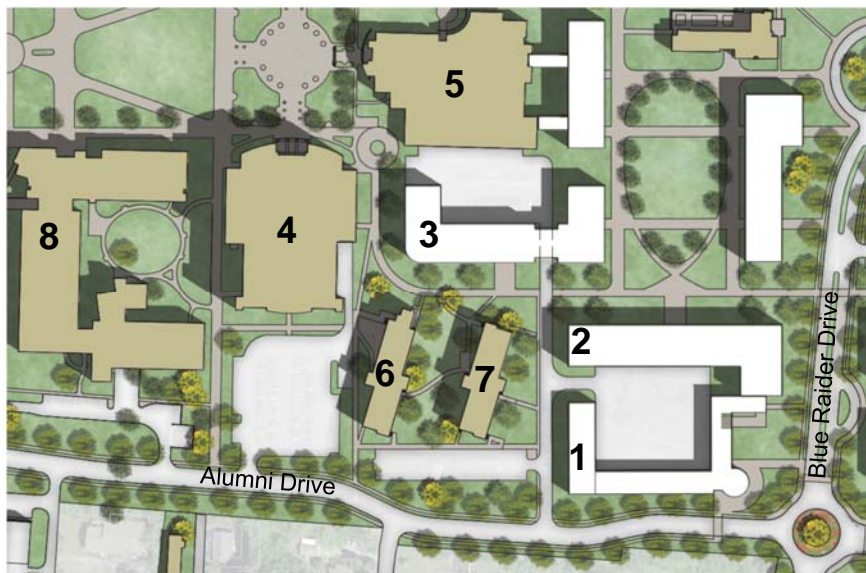
**Estimated Total Project Cost: \$57,500,000**

Min. University Match (5%): \$ 2,875,000

This project provides a new building with classroom, laboratory, and office space for the applied engineering programs including Engineering Technology and Mechatronics Engineering. The Applied Engineering Building is listed as a **“high priority”** item in the current Master Plan.

This project requires the Chiller Plant Addition project and the demolition of Abernathy and Ezell Hall to be included in the scope of work. The Campus Master Plan lists these projects as **“highest priority”** items.

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 along with proposed CCM building allows the future demolition of the Voorhies building and the Midgett building. These demolitions are listed as **“high priority”** projects in the Campus Master Plan.



**Site Vicinity Plan - East Quad**

### Future Buildings:

1. CCM Building
2. **Applied Engineering**
3. Math & Computer Science

### Existing Buildings:

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

The proposed new location of the Applied Engineering Building is identified in the Campus Master Plan at the southern end of the East Quad. This location will group the new proposed CCM, 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.**

## MTSU Concrete and Construction Management (CCM) Building

Gross Square Footage: 52,450 Square Feet

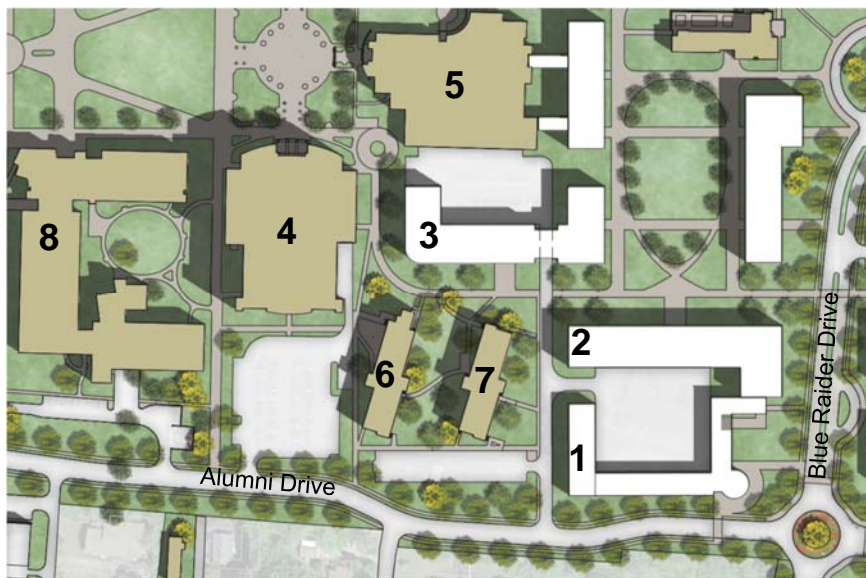
Estimated Construction Cost: \$22,000,000

**Estimated Total Project Cost: \$28,500,000**

Min. University Match (5%): \$ 1,425,000

This project provides a new building with classroom, laboratory, and office space for the School of Concrete and Construction Management. The CCM Building is listed as a **“highest priority”** item in the current Master Plan.

The School of Concrete and Construction Management is currently located in Voorhies Engineering Building. 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. A new CCM Building and future Applied Engineering Building allow the future demolition of the Voorhies Engineering building. This is listed as a “high priority” item in the Campus Master Plan.



**Site Vicinity Plan - East Quad**

### Future Buildings:

1. **CCM Building**
2. Applied Engineering
3. Math & Computer Science

### Existing Buildings:

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

The proposed new location of the CCM Building is identified in the Campus Master Plan at the southern end of the East Quad. This location will group the new proposed CCM, 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.**