

REPORT FROM THE FINANCE AND PERSONNEL COMMITTEE

The Finance and Personnel Committee met in regular session on Tuesday, May 22, 2017, at Middle Tennessee State University. Chairman Joey Jacobs called the meeting to order at 1:30 p.m. (CDT). A quorum was present with the following Committee members in attendance: Joey Jacobs, Steve Smith, J.B. Baker, Darrell Freeman, Tony Johnston and Lindsey Weaver. Also present were Alan Thomas, Vice President for Business and Finance; Mark Byrnes, Interim 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, Heidi Zimmerman, University Counsel and Board Secretary. Sidney A. McPhee, President, joined the meeting by phone.

Chairman Jacobs began the meeting with a request for the minutes from the May 9 meeting. Mr. Thomas responded the minutes would be provided to Chairman Jacobs for approval when available. He further stated that all of the minutes from the Finance and Personnel Committee meetings would be in the meeting materials for full Board approval at the June 5 meeting.

The first item on the agenda was a request for approval of revisions to Policy 100 – Use of Campus Property/Facilities. The Committee agreed that revisions were necessary to ensure that all scheduled use of University property be placed on the University Master Calendar. Board Chairman Smith made a Motion to approve the revisions. Trustee Freeman seconded the Motion. A voice vote was taken and the Motion carried. See Attachment 1.

The second item on the agenda was a request for approval of Policy 775 - Traffic and Parking. Mr. Thomas explained that this policy was not included in the list of policies recommended to be approved by the Board at the April 24 Committee meeting. Board approval is now required because a rule must be promulgated based on the policy, and State statute

requires both the policy and the rule be approved by the Board. Trustee Baker asked when the Committee could expect to approve the rule to be promulgated. Ms. Zimmerman responded it would be brought to the September Board meeting. Board Chairman Smith made a Motion to approve the policy. Trustee Freeman seconded the Motion. Trustee Johnston then expressed concerns over the policy language regarding impoundment of abandoned bicycles. Mr. Thomas responded that this language was not new and had always been part of the policy. Trustee Johnston then recommended the word "should" be changed to "must" with regard to registration of bicycles in Section IV.B. of the policy. Chairman Jacobs amended the Motion to approve the policy with this recommendation. A voice vote was taken and the Motion carried. See Attachment 2.

The third item on the agenda was the request for approval of the proposed 2017-18 President Emeritus Contract for Dr. Sam Ingram. Prior to the meeting, the members were provided with additional information regarding past contracts with Dr. Ingram, along with a report of President Emeritus comparisons with other Locally Governed Institutions (LGI's). Mr. Thomas informed the Committee that Dr. McPhee would be the last president eligible for President Emeritus status at MTSU. The Committee thanked Mr. Thomas for providing the additional information. Trustee Baker requested a letter be sent to Dr. Ingram from the Board thanking him for his service to the University. Chairman Jacobs asked a letter be drafted on behalf of the Board and sent to Dr. Ingram. Board Chairman Smith made a Motion to approve the contract. Trustee Freeman seconded the Motion. A voice vote was taken and the Motion carried. See Attachment 3.

The fourth item on the agenda concerned approval of the proposed salary increase for Ms. Brenda Burkhart, Director of Audit and Consulting Services. The recommendation was for a salary increase of \$17,000, effective July 1, 2017, bringing Ms. Burkhart's salary to \$100,049. The Committee members were provided a schedule of Chief Audit Executive salaries from the other LGI's for comparison. Mr. Thomas noted the schedule provided in the materials should have included annual budgets and student headcounts but was omitted in error. Trustee Baker

asked for the additional information to be provided to the Committee. (The corrected schedule has been included as part of Attachment 4 to these minutes.) Trustee Johnston reiterated his concern from the previous Committee meeting regarding the appearance of giving one employee a 20% increase in a year when the across the board increase is only 3%. Trustee Freeman responded that the Committee must do the right thing to bring Ms. Burkhart's salary in line with the audit executive salaries of the other LGI's. Board Chairman Smith made a Motion to approve the salary increase. Trustee Baker seconded the Motion. A voice vote was taken and the Motion carried. See Attachment 4 for the related materials and the corrected schedule.

The fifth item on the agenda concerned approval of the request for revision to the current compensation plan. Mr. Thomas presented a report on the Budget Impact of Removing the 90% Midpoint Cap. He explained that budget impacts are taken at the department level, meaning departments must have the additional funding in their existing budgets. The Committee then discussed the 2012-2015 Turnover Rate Schedule provided in the materials. Trustee Baker asked Mr. Thomas to provide a schedule of turnover rates without retired employees included in the numbers. (A revised schedule has been included in Attachment 5 of these minutes.) Trustee Baker asked if HR can determine from exit interviews with the employees not retiring if they are leaving for higher pay. Kathy Musselman, AVP for Human Resources, responded that they have not been successful in their attempts to gather this type of data from exiting employees. Trustee Freeman made a Motion to approve the removal of the 90% cap to the midpoint of the salary range limitation. Board Chairman Smith seconded the Motion. A voice vote was taken and the Motion carried. See Attachment 5.

The sixth item on the agenda was the request for approval of a 3% Across the Board (ATB) increase, with a \$1,000 minimum, for both full and part-time employees on the payroll as of June 30, 2017. Mr. Thomas informed the Committee the University will evaluate other methods for future salary increases when significant dollars are available, such as increasing salary ranges based on current market data and merit based salary plans. Trustee Freeman

stated he agreed with the recommendation for approval of the ATB increase for 2017-2018 but would like to see the University explore a merit based system for next year. Dr. McPhee noted that salary increases over the past ten years have averaged slightly over 1% for already underpaid employees, thus preventing the University from exploring other methods for salary increases. Board Chairman Smith requested a recalculation of the compounded effect of raises across the 10 years covered in the Ten Year Summary of Salary Increases 2007-2017 Schedule. (Subsequent to the meeting, this calculation was determined to be 13.71% as compared to the 13.00% shown on the schedule.) Chairman Jacobs asked for a Motion on the request. Trustee Freeman made a Motion to approve the 3% ATB increase as presented. Board Chairman Smith seconded the Motion. A voice vote was taken and the Motion carried. See Attachment 6.

Chairman Jacobs asked to move the seventh agenda item to the end and continue with the eighth agenda item concerning approval of maintenance fees and tuition. Mr. Thomas explained to the Committee that THEC has set the binding range for increases in both the maintenance fees and the combined maintenance and mandatory fees at 0-4%. Mr. Thomas informed the Committee that based on the University's unmet financial need of \$5.4 million, the recommendation is for a 3.5% increase in the in-state maintenance fee and out of state tuition for both undergraduate and graduate students. It was also noted the University is exploring expansion of the Regional Scholars Program, as well as reviewing the costs associated with delivery of online courses, and this information will be brought back to the Committee at a later meeting. Trustee Freeman made a Motion to approve the increase. Board Chairman Smith seconded the Motion. A voice vote was taken and the Motion carried. See Attachment 8.

The ninth item on the agenda concerned the recommendation for approval of mandatory and non-mandatory fees and housing rates. Mr. Thomas explained to the Committee that only the mandatory fees are subject to THEC's binding range of 0-4%. The non-mandatory fees are only subject to approval by the Board of Trustees. Schedules were provided to the Committee to show each fee in which an increase or decrease has been

requested. Discussion of the mandatory fee requests followed. Mr. Thomas explained to the Committee any increase in mandatory fees would either increase the overall percentage increase (maintenance plus mandatory fees) or, to keep the overall percentage the same, the maintenance fee percentage would need to be lowered. Discussion followed addressing the fee requests and recommendations. Dr. McPhee informed the Committee that all requests are thoroughly reviewed, as well as the consideration for academic department needs, before the requests are brought to the Committee for approval. (Subsequent to the meeting, additional information was obtained in regards to the CIM-MBA program. The first cohort of students has completed the program in which there were six students. The department is projecting to have ten students in the next cohort starting in January 2018.) Chairman Jacobs asked for a Motion on the fees. Board Chairman Smith made a Motion to approve the fees and housing rates as presented. Trustee Baker seconded the Motion. Board Chairman Smith moved to amend the Motion by adding an additional \$10 to the requested \$25 Athletic Fee for a total fee of \$35 per semester, with the additional \$10 earmarked for capital improvements to Athletic facilities. Trustee Baker seconded the Motion. A roll call vote was requested and the amendment carried 3-2 as follows: Aye – Chairman Jacobs, Board Chairman Smith, and Trustee Baker; No – Trustees Freeman and Johnston. A voice vote on the Motion, as amended, was taken and the Motion, as amended, carried. See Attachment 9.

The final item on the agenda was the Estimated 2016-17 and Proposed 2017-18 operating budgets. Prior to the meeting, the Committee members were provided the supplemental information requested at the last meeting:

- Comparison of Composite Financial Indicator (CFI) to other LGI's
- Renewal and replacement funds available for auxiliaries
- Comparison of debt service coverage to other LGI's

Mr. Thomas stated additional information on the individual CFI ratios would be provided prior to the September Board meeting. Discussion followed regarding the overall financial health of the University as presented. Mr. Thomas explained the low index levels reflected on the CFI chart for MTSU occurred during periods when significant infrastructure and construction projects were occurring on MTSU's campus but not necessarily on other campuses. Trustee

Baker requested the annual cost of maintenance on the Science Building and other buildings on campus. Mr. Thomas stated this information could be provided when requests for capital outlay and capital maintenance are brought to the Committee prior to the September Board meeting. Board Chairman Smith requested a schedule of travel expense by department. Chairman Jacobs asked for a Motion on the budgets. Trustee Freeman made a Motion to approve the operating budgets. Board Chairman Smith seconded the Motion. A voice vote was taken and the Motion carried. See Attachment 7.

The meeting adjourned at 4:00 p.m. (CDT).

Respectfully submitted,
Finance and Personnel Committee



100 Use of Campus Property and Facilities Scheduling

Approved by Board of Trustees

Effective Date:

Responsible Division: Business and Finance

Responsible Office:

Responsible Officer:

I. Purpose

This policy provides a uniform basis upon which Middle Tennessee State University (MTSU or University) can regulate and facilitate the use of campus property and/or facilities. This policy is intended to operate consistent with MTSU's purpose and mission, through the implementation of reasonable content and viewpoint neutral regulations. This policy shall be implemented and construed so as to ensure no undue disruption of that mission; promote an educational atmosphere on campus; prevent commercial exploitation of students; preserve residential tranquility; and prevent use of campus property and/or facilities contrary to federal, state, or local law or the rules and policies of MTSU.

In establishing this policy, MTSU recognizes the importance to the educational process and environment for persons affiliated with MTSU, including officially recognized student organizations and other groups, to have reasonable access to and use of MTSU's educational facilities to hear various views. Simultaneously, MTSU also makes clear that its campus property and facilities are not open public forums, but are instead intended solely for use consistent with the advancement and orderly administration of its educational mission for the benefit of its students, staff, and affiliated entities. As such, MTSU does not ordinarily make its buildings or other facilities available to outside individuals or outside groups. Exceptions may be made only if the proposed use is consistent with this policy and MTSU's mission.

II. Scope

This policy applies to proposed uses of property and/or facilities owned by and/or leased to MTSU. The application procedures required by this policy do not apply to:

- A. Use of perimeter sidewalks adjoining public streets. A map depicting the perimeter sidewalks adjoining public streets is provided on the [Event Coordination Forms website](#). These facilities may be used for lawful activities by all persons and/or entities provided that the flow of vehicular or pedestrian traffic is not impeded.

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- B. Property that is not owned by or leased to MTSU. For instance, the Tennessee Miller Coliseum and the MTSU Foundation Reception House are not owned by MTSU or leased to MTSU and, thus, are not covered by this policy.
- C. Events that are mandated by MTSU pursuant to contract.

Deleted: <#>Use of property and/or facilities by MTSU for official institutional, administrative and/or normal educational purposes, including University Academic Activities, Official University Events and other official MTSU functions (such as meetings, academic needs, conferences, events).¶

III. Definitions

For the purposes of this Policy, potential users and uses of University property fall into the following general categories, which are defined as follows:

- A. **Affiliated Entities.** An officially registered student, student group, or student organization.
- B. **Affiliated Individuals.** Persons officially connected with MTSU including students, faculty, and staff.
- C. **Non-affiliated Entities.** Any person, group, or organization that is not an “Affiliated Entity” or “Affiliated Individual.”
- D. **Non-affiliated Individual.** Any person who is not an “Affiliated Individual.”
- E. **Non-University/External Events.** Programs and activities organized by any Non-affiliated Entity or Individual.
- F. **Student.** A person who is currently registered for a credit course or courses, non-credit course, or program at MTSU, including any such person during any period which follows the end of an academic period which the student has completed until the last day for registration for the next succeeding regular academic period.
- G. **University Academic Activities.** Activities directly related to the instructional mission of MTSU. Examples include MTSU academic credit bearing classes and course-related events resulting from academic course work.
- H. **University Sponsored Events.** Activities directly related to the life of the campus community beyond the classroom. Examples include athletics, recreation, student programming activities, and academic camps/conferences/workshops. There are two sub-categories of such events.
 - 1. **Official University Events:** Programs that are scheduled or sponsored by faculty, staff, administrative offices, and departments that are planned primarily for members of the MTSU community. Affiliated Entities, Affiliated Individuals, Guests,

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Non-affiliated Entities, Non-affiliated Individuals, and Students may attend these programs.

2. Student Events: Programs, activities, and services that are scheduled or sponsored by student clubs or organizations that are officially recognized by MTSU and planned primarily for members of the campus community. It is recognized that Affiliated Entities, Affiliated Individuals, Guests, Non-affiliated Entities, Non-affiliated Individuals, and Students may attend these programs.
- I. University Related Events. Match the same criteria as a University Sponsored Event, but also include a charge for registration and/or admission.
- J. University Co-sponsored Events. Academic programs, conferences, and/or meetings involving two entities – a MTSU school, academic department, administrative unit, or student organization and an outside organization such as a professional association in which MTSU holds membership or maintains a relationship that directly benefits the MTSU community.

IV. Access to Campus

In carrying out its mission, MTSU desires to ensure that space is readily available for University activities and functions as well as the functions and activities of its Affiliated Entities and Individuals. In certain, more limited circumstances, MTSU also desires to allow Non-affiliated Entities and Individuals to use certain portions of its property and/or facilities.

- A. Identification of property/facilities available for use: A listing of all available MTSU properties and/or facilities, including a designation of entities and/or individuals eligible to request use of those properties and/or facilities, is provided on the [Event Coordination Forms website](#). This list also includes the type of events that are suitable for the property (i.e. concerts, athletic events, theatrical presentations, etc.) and any conditions required to obtain permission to use the properties and/or facilities. Any property/facility not specifically identified as available for use on the [Event Coordination Forms website](#) is specifically unavailable for use other than for normal administrative or educational purposes.

After consultation with the appropriate Responsible Office, the [MTSU Event Coordination Department](#) is authorized to make changes to this listing.

- B. Use of MTSU property and facilities: The use of MTSU property and facilities is limited by the type and location of the property and the status of the proposed user.
- C. Access generally reserved for University and Affiliated Individuals/Entities: The campus, facilities, and property of MTSU is restricted to use by MTSU, MTSU administration for official functions, Affiliated Individuals/Entities, and invited or sponsored guests of

MTSU except as specifically provided by this policy or when part or all of MTSU campus, buildings, or facilities are open to the general public for a designated time and purpose.

1. Use of property by MTSU for MTSU functions: When assigning space, official institutional, administrative, and/or normal educational purposes, including University Academic Activities, Official University Events, and other official MTSU functions (such as meetings, academic needs, conferences, events) shall take precedence and have priority over all other proposed uses. Any University department wishing to schedule the space for official institutional, administrative, and/or normal educational purposes, including University Academic Activities, Official University Events, and other official MTSU functions (such as meetings, academic needs, conferences, events) shall contact the appropriate responsible office.

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Depending on the type of event, the cost procedures set forth in Section VII may apply. Scheduling of space and placement on the master calendar does not include or guarantee any ancillary services, which need to be separately arranged by the University department hosting the event and may be subject to additional deadlines as determined by the responsible office.

Moved (insertion) [2]

2. Use of property by Affiliated Individuals/Entities:

a. Reservations of space by Affiliated Entities/Individuals shall have priority over all uses by Non-affiliated Entities/Individuals.

b. Indoor space: Available indoor space may be reserved by affiliated individuals and entities pursuant to the procedures set forth herein.

c. Regular membership meetings: Affiliated Entities/Individuals may submit an application to use MTSU property and/or facilities for its regular membership meetings only if the meetings are limited to members of the organization. Affiliated Entities/Individuals also may request authorization for the repeated use of the particular campus facility or space to conduct such meetings subject to the provisions of Section IV.B.2.e. below.

d. Outdoor space: Except as set forth below, Affiliated Entities/Individuals may gather and use the outdoor University spaces designated as “standard” on the [Event Coordination Forms website](#) on a space available basis without submitting an application pursuant to this policy. Even if not required, Affiliated Entities/Individuals who wish to reserve space may do so pursuant to the procedures set forth herein.

Deleted: <#>The application procedures required by this policy do not apply to use of property and/or facilities by MTSU for official institutional, administrative and/or normal educational purposes, including University Academic Activities, Official University Events and other official MTSU functions (such as meetings, academic needs, conferences, events). Depending on the type of event, the cost procedures set forth in Section VII may apply. When assigning space, MTSU functions shall take precedence and have priority over all other proposed uses. Although individuals or entities seeking to use space under this paragraph are not required to follow the formal application procedures set forth in this policy, the University entity responsible for scheduling of any particular space may implement certain scheduling procedures to ensure that the space is effectively reserved.¶

Moved up [2]: <#>Depending on the type of event, the cost in Section VII may apply. When assigning space, MTSU

Moved up [1]: <#>When assigning space, MTSU functions shall take precedence and have priority over all other proposed uses.

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Moved up [3]: Reservations of space by Affiliated Entities/Individuals shall have priority over all uses by Non-affiliated Entities/Individuals. ¶

Any use of “standard” space by an Affiliated Entity/Individual without an approved application may be terminated if:

- (1) The space has been reserved for use by another group;
- (2) The affiliated entity/individual violates any of the applicable General Conditions for Use of Property as set forth in Section VI, below;
- (3) The use causes a material and substantial disruption to the learning environment;
- (4) The use impedes pedestrian or vehicular traffic; or
- (5) The event involves 25 or more participants (including participants and audience).

Affiliated Entities/Individuals are required to submit an application pursuant to this policy for the following uses of outdoor space:

- (1) Large Events: Any use of outdoor space that will involve 25 or more participants (including expected participants and audience).
 - (2) An event where food will be served, provided, or distributed by the user;
 - (3) An event that will involve the use of particular equipment (e.g., tables, stages, etc.) or utilities (e.g., water, electricity, etc.);
 - (4) Events involving amplified sound.
- e. Activities involving non-members: Access to or use of campus facilities or property by Affiliated Entities and Individuals for an event other than a regular meeting of its membership that will either include an invited Non-affiliated guest speaker and/or be open to persons outside group membership will be considered a use by a Sponsored Non-affiliated Entity as set forth below.
- f. Repeated or Intermittent Events: Affiliated Entities/Individuals may request permission for the repeated or intermittent use of a particular campus facility or space to conduct regular meetings using campus property and/or facilities without requiring repeated application and approval for each occurrence of the event only if the meetings are limited to members of the organization. Approval for repeated or intermittent use of any facility or property pursuant to this policy may not exceed one semester in length and may only be renewed or repeated after review to determine that such use does not conflict with a University need, or another request for access/use of the facility/space by another eligible person/entity. For purposes of this paragraph, the summer term shall count as

one semester beginning on the first day of the May summer term and ending on the last day of the June/July summer term.

A listing of all properties and/or facilities that are eligible for repeated or intermittent use is provided on the [Event Coordination Forms website](#).

3. Use of property by Sponsored Non-affiliated Individuals/Entities: Affiliated Entities/Individuals may, subject to the provisions below, sponsor Non-affiliated Individuals/Entities to use MTSU facilities or property. Uses by Sponsored Non-affiliated Entities shall take priority over uses by Non-sponsored, Non-affiliated Entities.
 - a. Sponsor's Responsibilities: In the event that a Non-affiliated Entity or Individual is permitted use of MTSU property and/or facilities, in conjunction with a University-affiliated group, the sponsoring individual/group will be held responsible for ensuring that: (1) the Non-affiliated Individual/Entity complies with the terms of this policy, other MTSU policies, and all local, state, and federal laws; (2) any and all costs or fees associated with the event are paid; and (3) in all advertising or reporting of the event or meeting, the name and/or mark of MTSU is used only to indicate location and in no way implies sponsorship or endorsement of the activity or the individual's/group's objectives or candidacy. In addition, the sponsor is responsible for all communication including reservation and event arrangements with the venue scheduling staff and must be present at and actively participate in the event.
 - b. Enforcement: Any violation of the above could result in canceling of any scheduled use and the right of the individual/group to schedule future use. In such cases, the manager of each facility will be responsible for enforcing all facilities use policies, ensuring that an appropriate investigation takes place into any alleged violations, determining if a violation has occurred, and making a recommendation to the appropriate University official, as designated below:
 - (1) Vice President for Student Affairs – events sponsored by students and/or student organizations;
 - (2) Provost – events sponsored by faculty;
 - (3) Assistant Vice President for Human Resource Services – events sponsored by classified employees; or
 - (4) Appropriate division head – events sponsored by administrative employees.
 - c. Activities of Affiliated Entity/Individual that Involve Non-members: Access to or use of campus property and/or facilities by Affiliated Entities and Individuals for

an event other than a regular meeting of its membership that will either include an invited guest speaker and/or be open to persons outside group membership must be made through the procedures set forth in this policy and subject to the following provisions:

- (1) A separate application must be submitted for each event under this paragraph (i.e., no recurring events);
- (2) The sponsoring individual or entity will be responsible for the conduct of both the non-affiliated speaker and non-affiliated guests at the event as well as compliance with all laws, MTSU policies, and rules; and
- (3) The application for such access or use of campus property and/or facilities must clearly set forth the identities of both the Affiliated Individual/Entity that is sponsoring/filing the application as well as the Non-affiliated Entity being sponsored.

4. Use of Property by Non-affiliated Entities/Individuals: MTSU has opened the property and/or facilities designated on the [Event Coordination Forms website](#) for application for use or access by a Non-affiliated Entity/Individual without sponsorship from an Affiliated Individual or Entity. As indicated on the [Event Coordination Forms website](#), the Student Union Commons is available for use by a Non-sponsored, Non-affiliated Entity without payment of a rental or lease fee. To facilitate adequate availability for other affiliated and non-affiliated users (including spontaneous student use), Non-sponsored/Non-affiliated users can reserve the Student Union Commons for no more than four hours in any calendar week.

All other facilities designated as available for Non-sponsored, Non-affiliated Entities on the [Event Coordination Forms website](#) are available to such entities only by rental or lease. Use by Non-sponsored, Non-affiliated Entities shall have the lowest priority. Non-sponsored/Non-affiliated users and entities can rent facilities up to four (4) times per semester.

- D. Facilities designated as restricted: Certain properties and/or facilities on MTSU's campus may be made available for use under this policy on a "restricted" basis when certain restrictions are necessary to protect the health, safety, and welfare of the campus community and property. For instance, a science lab may be made available for an event by an MTSU science department, but due to the nature of the lab and its contents, may be inappropriate for use by an entity or individual without the necessary scientific training. Use of restricted property will require additional approval from the designated Responsible Office listed for all available MTSU properties and/or facilities that is provided on the Event Coordination Forms website.

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- D. **Applicability of Rules and Regulations:** All persons on the campus of MTSU shall be subject to all rules and regulations of MTSU that are applicable to the conduct of students on campus and to all applicable federal and state laws and regulations. In addition, all persons who operate motor vehicles shall be subject to MTSU rules, regulations, policies, and procedures on traffic and parking, which can be located on [MTSU Parking Services website](#) and [Policy 775 Traffic and Parking](#). MTSU shall have the right to terminate the use of campus property and/or facilities by any group, organization, or individual, which violates any provision of MTSU policy, local, state, or federal law or regulation.
- E. **Access pursuant to T.C.A. § 8-50-1001:** Access to and use of facilities consistent with the requirements of T.C.A. § 8-50-1001 is permitted. Meetings or gatherings conducted pursuant to this section are subject to the application procedure set forth in this policy for the sole purpose of ensuring that administrative, educational, and/or workplace functions are not interrupted.
- F. **Identification:** All persons on the campus of MTSU shall provide adequate identification to appropriate officials and security personnel of MTSU upon request. Personnel and students of MTSU who refuse to provide such identification may be subject to disciplinary action. Other persons who refuse to provide such identification shall be requested to leave the campus, and if they refuse, may be subject to lawful removal and prosecution.

V. Application and Permitting Process

Application for access to/use of MTSU properties and/or facilities where required shall be through the application process set forth below:

- A. **Where to Make Request:** Individuals and/or entities seeking to access/use MTSU property and/or facilities shall complete an application. Applications may be obtained from and all completed applications shall be submitted to:

MTSU Event Coordination Department
1403 East Main Street (Parking Services Building)
Murfreesboro, TN 37132
Website: <http://www.mtsu.edu/eventcoordination/index.php>
Email: evtcoord@mtsu.edu
Phone: 615-898-5002

The [Event Coordination Department](#) will route the application to the appropriate Responsible Office for the requested venue. A list of the Responsible Offices for all available MTSU properties and/or facilities is provided on the [Event Coordination Forms website](#).

In the event that a request to use space is made to the Responsible Office instead of Event Coordination, the Responsible Office shall immediately inform Event Coordination of the request. The Responsible Office may proceed to process the request per the terms of this policy.

- B. Timeframe for Scheduling Requests: Generally, all applications for use of space must be submitted in writing at least five (5) working days in advance of the proposed use. Notwithstanding the above, applications for the following uses of space must be submitted at least twenty (20) working days prior to the proposed use.
1. MTSU-funded speakers: To allow necessary time for approvals of space and funding, as well as to have checks prepared for payment of the speaker, all applications for events involving an outside speaker that involves the payment of a total fee and/or expenses to the speaker in excess of \$500.00 from MTSU funds.
 2. Large Events in Restricted Areas: Applicants requesting use of a space designated "restricted" on the [Event Coordination Forms website](#), to hold an event for more than 250 attendees.

If the applicant also wishes to obtain ancillary services from the University (e.g., equipment, tables, food services, etc.), use [amplified sound](#), or serve alcohol, appropriate requests should be included with the application. Any deadlines set forth in policies relating to the above must also be met.

A blank application form may be obtained from the [Event Coordination Department](#).

A Responsible Office may establish a scheduling calendar prohibiting reservations for a particular facility or group of facilities until a certain date. (For example, a Responsible Office may decline to accept reservations more than ninety (90) days in advance of the event). Occasional special events of significant positive impact to the University may require consideration of an exception to the normal scheduling calendar. If a specific event of special importance to the University (i.e. keynote speaker, conference host proposal, etc.), requires approval in advance of the standard calendar for accepting normal reservations, the event sponsor must seek preliminary approval from their own Vice President/Provost. If preliminary approval is granted by their own Vice President/Provost, then the approving Vice President/Provost will bring the request forward to the entire Vice President/Provost group for final approval, assuming space is available.

- C. Disposition of Application: Within seventy-two (72) hours after receiving any request for use of MTSU property and/or facilities, the Responsible Office shall notify the applicant that the application has been either:
1. Approved;

2. Denied and the reasons for the denial;

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3. Conditionally approved provided that the applicant fulfills specified conditions. Once the conditions have been fulfilled, a notice of final approval will be provided.

Notices of approval/denial will be made available at the Responsible Office and Event Coordination. It shall be the responsibility of the applicant to obtain notice of the approval/denial of any application submitted pursuant to this policy. As a courtesy, however, once a decision to approve/deny an application has been made, the Responsible Office will attempt to notify the applicant of the decision through the means indicated on the application.

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A notice of approval shall state the time and location in which the activity is allowed. A notice of denial of the proposed use shall also state the grounds for denial.

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D. Written agreement required: In all cases where an application for access or use of MTSU properties and/or facilities is approved, such use will be subject to the execution of an appropriate written agreement regarding the conditions applicable to the approved access/use, which shall include, but not be limited to, the terms and conditions set forth in this policy.

E. Considerations: Any denial of a request to access/use MTSU properties and/or facilities shall be based solely on factors related to reasonable regulations in light of MTSU's mission and the nature of the property and/or facility requested. Decisions to approve/deny any application shall be rendered in a content/viewpoint neutral manner. The Responsible Office shall consider and may deny an application based on the following criteria:

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1. The application was untimely;
2. The property and/or facilities have been previously reserved by another group, organization, or individual with equal or higher priority;
3. The proposed use is in excess of the frequency of use limitations set forth herein;
4. The applicant or sponsor of the activity has not provided accurate or complete information required on the application for registration;
5. The applicant or sponsor of the activity has been found responsible for violation of MTSU policy during a previously registered use of campus property and/or facilities;
6. The applicant has previously violated any conditions or assurances specified in a previous registration application;

7. The property and/or facility requested has not been designated as available for use for the time/date;
 8. The anticipated size or attendance for the event will exceed building/fire codes, established safety standards, and/or the attendance or other limitations for the property and/or facility requested;
 9. The activity conflicts with existing contractual obligations of MTSU;
 10. The activity presents a clear and present danger for physical harm, coercion, intimidation, or other invasion of lawful rights of MTSU's officials, faculty members, or students, the damage, or destruction, or seizure and subversion of MTSU's buildings, other property, or for other campus disorder of a violent or destructive nature. In determining the existence of a clear and present danger, the Responsible Office shall consider all relevant factors;
 11. A determination that the requested use would be contrary to local, state, or federal law, regulation, or the policies or regulations of MTSU.
- F. Appeal of Denial of Application: If an applicant is dissatisfied with the decision of the Responsible Office to deny his/her/its request for use of space, the applicant may appeal that decision to the President of the University or designee.
1. The appeal shall be in writing and shall be submitted to the Office of the University Counsel within twenty-four (24) business hours after the issuance of the denial. If the written appeal is not received within twenty-four (24) business hours, the Responsible Office's denial decision is final.
 2. The appealing applicant must explain why it is believed that the denial was inappropriate under the standards set forth in this policy. The President or designee shall determine whether the application for use of space should have been granted pursuant to the criteria set forth in this policy.
 3. The applicant will be informed in writing of the outcome of the appeal within twenty-four (24) business hours after receipt. If additional time is needed to resolve the appeal, the President or designee, shall inform the applicant of the need for the extension. The decision by the President or designee will be MTSU's final decision on the application.

VI. General Conditions for Use of Property or Facilities

The following conditions, which seek to preserve MTSU's mission and take into account the nature of its property and/or facilities, shall govern activities conducted pursuant to approved

applications for access to or use of campus property and/or facilities. These conditions shall be enforced uniformly to all uses of campus property and/or facilities in a content and viewpoint neutral manner. MTSU shall have the right to terminate the use of campus facilities and/or property by any group, organization, or individual which violates any provision of this policy, other MTSU policy, local, state, or federal law or regulation.

- A. At the conclusion of any use of property and/or facilities (including personal property), the property and/or facilities must be returned or relinquished to the University in the same condition as when they were provided. Any user of University property and/or facilities that fails to do so will be responsible for all expenses incurred by the University to remedy the condition of the University property and/or facilities.
- B. Events involving minors shall comply with [Policy 101 Minors Participating in University-Sponsored Programs or Programs Using University Facilities](#).
- C. Users of MTSU properties and/or facilities shall comply with the limitations as to the number of persons that may attend in accordance with appropriate building and fire codes and safety standards applicable to particular property and/or facilities at issue. These limitations are specified for each property on the [Event Coordination Forms website](#).
- D. Users of MTSU properties and/or facilities shall comply with state and federal law and all MTSU regulations, policies, or rules for the conduct of assemblies, meetings, and demonstrations.
- E. MTSU Student Events, as defined above, must comply with all guidelines set forth by [Policy 560 Student Organization Registration and Recognition](#) and [Policy 540 Student Disciplinary Rules](#).
- F. Use of the requested property and/or facilities shall be limited to the declared purpose in the application for use/access to campus facilities and/or property.
- G. MTSU may deny the use of its property and/or facilities to any applicant who has an outstanding debt to MTSU.
- H. Sound amplification equipment may be used only when prior approval has been requested and granted by the Responsible Office taking into account MTSU's mission and the nature of the property and/or facilities requested, location, time of day, etc. A copy of MTSU's sound amplification guidelines can be obtained [here](#).
- I. Users of facilities and/or property and/or their sponsor(s) are responsible for all activities associated with the event.

- J. Users of property and/or facilities and/or their sponsor(s) are responsible for all fees and costs assessed by MTSU for the event as set forth in Section VII below (entitled “Fees and Costs”).
- K. All groups, organizations, and individuals, by applying for registration of an activity and by subsequent use after approval by MTSU, agree to indemnify MTSU and hold it harmless from any and all liabilities arising out of such use of the property and/or facilities of MTSU, including, but not limited to, personal injury, property damage, court costs, and attorney’s fees. In addition, in certain situations as set forth in Section VIII below (entitled “Insurance and Bonds”) certain users may be required to provide additional bonds and insurance.
- L. All persons operating motor vehicles in conjunction with an approved use/access of campus property and/or facilities shall be subject to MTSU rules, regulations, policies, and procedures regarding traffic and parking. The MTSU rules, regulations, policies, and procedures can be obtained from the [Parking Services](#) website and [Policy 775 Traffic and Parking](#).
- M. The hours in which facilities are generally available are listed on the [Event Coordination Forms website](#). Notwithstanding the hours set forth on the [Event Coordination Forms website](#), students, student organizations, and non-affiliated individuals/entities using the Student Union Commons as set forth in Section IV.B.4. above, are not permitted to reserve space for use during University holidays, final exam weeks, and “Connection Point” dates.
- N. Starting with fall semester opening weekend through the first two weeks of classes, no events will be approved that conflict with Connection Point events. All events that occur during this period must be approved by the Assistant Vice President for Student Affairs or his/her designee. Student organization events or meetings taking place on study days or during final examination periods will not be approved, unless they are academically related (i.e., study halls, presentations, recitals, etc.) and approved by the Assistant Vice President of Student Affairs or designee.
- O. Except as provided in Section IX.G. below (entitled “Camping”), access to, or use of, campus facilities and/or properties shall not be permitted overnight.
- P. All persons on MTSU’s campus in conjunction with an approved application for use/access shall provide adequate identification upon request to appropriate officials and security personnel of MTSU. Persons or groups who refuse to provide such identification may be subject to immediate removal from campus and/or disciplinary action. In appropriate circumstances, such persons may become subject to arrest and/or prosecution.

- Q. Fronting is prohibited. Fronting is defined as permitting a non-University individual or organization to use University property, facilities, and/or services under the guise that the activity is a University-Sponsored or University Co-Sponsored Event in order to avoid fees. Fronting is prohibited by University policy. Anyone wanting to schedule MTSU property and/or facilities must follow the instructions and guidelines (as outlined by the [MTSU Event Coordination Department](#)) to request usage, follow the solicitation and fundraising guidelines, and pay all fees as outlined by University policy.
- R. All persons shall be subject to all MTSU, Tennessee Department of Environment and Conservation, and Environmental Protection Agency rules and regulations related to environmental protection, including illicit spills covered by MTSU's MS4 stormwater permit. Questions related to these rules and regulations can be directed to MTSU's environmental engineer in [Environmental Health and Safety Services](#).

VII. Fees and Costs

MTSU will assess certain fees or charges for specific costs and/or services provided to campus users (e.g., maintenance, janitorial, utilities, and/or security). These fees will be assessed as set forth below. All fees and costs shall be assessed to all similar uses on a content/viewpoint neutral basis.

In addition, for properties that are available for rent/lease, facility use fees will be established by the Facility/Venue Manager, in association with the appropriate Department Chairperson, Dean, or Director. The amount of facility use fees will be based on the type of space, the length of usage, and the competitive market rates for comparable square footage.

Notwithstanding any fee obligations designated below, the evening and weekend charge at the Foundation House shall apply to all users.

All fees and rates shall be presented for approval to the ~~Vice President/Provost group~~ and will be reviewed and adjusted annually prior to the start of the fiscal year.

Deleted: MTSU

Deleted: Council

- A. Fee Definitions and Amounts: The following fees, which are defined below, may be assessed to users of MTSU property and/or facilities.
 - 1. Support Services Fees: Any cost that is incurred as a direct result of the event occupying the facility. These fees include, but are not limited to, Additional Set-Ups, Security, Custodial, Food Services, Building Attendant, Technical Attendant, and Production Services. The amounts of these fees (flat rates and/or hourly rates) are set forth on the [Event Coordination Forms website](#).
 - 2. Facility Use Fee: Is a room occupancy fee (i.e., rental or lease rate). The amount of these fees are set forth on the [Event Coordination Forms website](#).

3. Administrative Fee: Is a fee for the University Event Coordinator’s time spent processing/facilitating each request.
- B. Events subject to fee assessment: Not all events/activities occurring on/in MTSU property and/or facilities will be subject to a fee. Fees will be assessed in accordance with the following:

Event Type/Fee Required	Support Services	Facility Use	Administrative
University Academic Activities	Yes	No	No
Official University Events	Yes	No	No
Student Events	Yes	No	No
University Co-Sponsored	Yes	No	Yes
University Related	Yes	No	Yes
Non-University/External	Yes	Yes	Yes

Pursuant to [Policy 600 Approval of Agreements-Delegation of Authority](#) and [Policy 623 Lease Standards](#), a lease agreement will also be required for Non-University/External Events.

- C. Additional Services: In addition, users who require additional services shall use services provided by MTSU or its affiliates, unless written permission is granted in advance not to do so. Absent such written permission, outside services are absolutely prohibited. These services include, but are not limited to: Production Services, Custodial Services, Grounds Services, University Police, and Parking Services. The user will be required to execute a separate agreement applying to this use and shall pay the fees and costs associated with such services. A schedule of fees for certain commonly-used services is provided on the [Event Coordination Forms website](#).
- D. Security: Event security shall be provided in a manner consistent with the security staffing requirements of the University Police Department.
- E. Food Service: Food and Catering shall be permitted for all event type definitions and is subject to the provisions of [Policy 661 Purchasing of Meals and Refreshments for Both on and Off-Campus](#) and [Policy 662 Food Service Self Catered or Off-Campus Vendor](#).
- F. Payment of Fees: Unless stated otherwise on the [Event Coordination Forms website](#), the following shall apply to all fee payments under this policy:
1. University Sponsored, Related, and Co-sponsored events: The MTSU department/organization sponsoring the event/activity will accept responsibility for all applicable fees. A security deposit to ensure fiscal responsibility will be required by the facility manager utilizing these general guidelines.

- a. Estimated support services charges under \$50.00 are due at receipt of confirmation to hold reservation and are non-refundable.
 - b. Estimated support services charges under \$500.00 require a non-refundable reservation deposit of \$50.00 due at receipt of confirmation to hold reservation.
 - c. Estimated support services charges more than \$500.00 require a non-refundable reservation deposit of 10% of charges due at receipt of confirmation to hold reservation.
2. Non-University/External Events: A non-refundable 10% deposit is required at receipt of confirmation to hold the reservation. All User Fees, estimated Support Services Fees, and Administrative Fees must be paid prior to the beginning of the event.

VIII. Insurance and Bonds

Insurance may be waived for any non-University/external group using a campus property and/or facility if the use is for a meeting such as a conference, dinner, presentation, speaker, etc., lasting no longer than one (1) day. MTSU reserves the right in its sole discretion to require insurance and/or a performance bond, if it determines there may be a concern for personal or public health or safety. Factors used to determine the requirement of insurance and/or a performance bond include, but are not limited to, the nature and use of particular facilities, the age of event participants, and the anticipated event size or attendance for any use of campus property and/or facilities. If insurance and/or a performance bond will be required, appropriate levels of coverage and minimum limits shall be enumerated pursuant to contract. Proof of compliance with this provision may be required in advance of an event. This provision shall be applied and enforced in a content/viewpoint neutral manner.

IX. Particular Uses

A. Distribution of Literature or Advertising Material

1. Any literature that is distributed or sold and any advertisement shall comply with all applicable local, state, and federal laws and regulations, as well as the rules and policies of MTSU;
2. No obscene literature or material, as defined by law, shall be distributed on any property owned or used by MTSU;
3. Campus property and/or facilities may not be used for the conduct of commercial activities (including distribution of commercial advertising material) except when engaged in a business relationship, pursuant to a contract, with MTSU and/or when a rental or lease agreement is in place specifically for such temporary purpose;

4. No literature, advertising material, or other printed matter shall be distributed in the following locations:

- a. Classrooms, library, or other academic building or facilities;
- b. Administrative and employee offices and work areas;
- c. Student residence halls, dormitories, or apartment buildings;
- d. By placing it on vehicles parked on the MTSU campus; or
- e. By affixing it to utility poles, trees, walls, buildings, sidewalks, streets, or other objects on campus.

This shall not restrict a faculty member from distributing within the classroom non-commercial material related to the particular course or subject matter.

- 5. Upon approval of an application to use MTSU property and/or facilities, MTSU will permit the sale or distribution of literature, non-commercial solicitations, or advertising in designated locations within the lobbies or other general use areas of the above-noted buildings or other campus facilities designated for placement of literature for distribution or sale.
- 6. MTSU shall have the right to terminate the distribution or sale of literature by any group, organization, or individual that violates the provisions of this policy.
- 7. Nothing in this section should be construed to limit the rights of access to state employees set forth in T.C.A. § 8-50-1001.

B. Solicitations

Unless otherwise provided, solicitation for the purpose of entering or consummating a commercial transaction on any property owned or used by MTSU is prohibited. Solicitation for other than a commercial purpose is prohibited unless expressly provided for by MTSU policy or approved by the President or designee.

1. General Requirements:

- a. MTSU may require any group, organization, or individual to verify the use, application, or disposition of funds solicited on campus property.
- b. Solicitations shall be permitted only in those areas designated for such activity by MTSU.

2. Permitted Activities: Subject to the application and approval process set forth above, the following solicitations are permitted on MTSU's property and/or facilities.

- a. Fundraising by Affiliated Individuals/Entities: Activities or events engaged in by Affiliated Entities/Individuals or by registered student organizations for the purpose of raising funds to meet expenses of the group, organization, or individual are permitted, provided that funds raised by such activities or events shall be used for the benefit of the group, individual, or organization, and no funds shall be distributed to the officers, members, or any individual for personal profit or use. Fundraising by students and student organizations shall also be subject to [Policy 540 Student Disciplinary Rules](#) and [Policy 560 Student Organizations](#).
- b. Solicitation of Membership by Affiliated Individuals/Entities: Solicitation of dues and/or membership in an organization by affiliated groups or individuals or by registered student organizations. Solicitation by students and student organizations shall also be subject to the student rights and responsibilities handbook.
- c. Distribution of Literature by Non-affiliated Individual/Entity: Distributing literature by a non-affiliated group containing general information about their organization. Such distribution shall be in compliance with the provisions of Section IX.A. above (Distribution of Literature or Advertising Material).
- d. Sales and Solicitation by Non-affiliated Individual/Entity: MTSU property and/or facilities may not be used by any Non-affiliated Entity or Individual for the conduct of commercial solicitation, on-site sales, or other profit-making activities except when (1) a license or lease agreement exists; (2) the activity is conducted in accordance with any other valid contract or agreement with MTSU; (3) the commercial solicitation, on-site sales, or other profit-making activity takes place pursuant to an agreement; and (4) is sponsored by a registered student organization for the purpose of raising funds to support the organization's activities. No sales or solicitation will be approved under this policy if the activity conflicts with any contractual obligations of MTSU.

Agreements between non-affiliated vendors sponsored by MTSU or a registered student organization to engage in commercial solicitations, on-site sales, or other profit-making activities are subject to the following conditions:

- (1) No student organization will be permitted to sponsor the same non-affiliated vendor more than two days per month.
- (2) Requests from student organizations to sponsor a non-affiliated vendor must be approved by the Assistant Vice President for Student Affairs, or designee.

- (3) Permission to sponsor a non-affiliated vendor may be denied if the presence of such vendor would be disruptive, would interfere with any aspect of MTSU's operation, or would detract from the orderly and aesthetic appearance of the campus.
 - (4) All non-affiliated vendors sponsored by a student organization will be charged a per diem fee to be paid at the time the activity is registered. This fee will be assessed apart from any financial arrangement made between the sponsoring student organization and the non-affiliated vendor. Any fee associated with these activities is provided on the [Event Coordination Forms website](#).
 - (5) Non-affiliated vendors sponsored by MTSU or a student organization are strictly prohibited from engaging in conduct that is unduly intrusive in their interactions with students, staff, or faculty, or otherwise harasses, disturbs, or interferes with the rights of students, staff, and faculty to the use and enjoyment of institutional property and/or facilities.
 - (6) Non-affiliated vendors sponsored by student organizations may be required to show proof of compliance with all state and local laws and ordinances governing their activities.
- e. Solicitation of charitable funds shall be governed by the provisions of [Policy 170 Charitable Solicitations](#).

C. Advertising

1. No advertising signs, posters, or other material may be placed on any campus property and/or facility by any Non-affiliated Individual/Entity, except that MTSU may permit advertising on specifically designated bulletin boards, digital signage, and other designated locations on campus. Affiliated Entities/Individuals may place advertising materials on campus property but only in such places as are designated by MTSU.
2. MTSU may authorize the inclusion of advertisements in appropriate campus publications or on other campus property (i.e., scoreboards, busses, etc.) for a reasonable fee.
3. MTSU may permit limited advertising by groups, organizations, or individuals when incidental to a donation of property or services to MTSU or pursuant to a contract with MTSU.

D. Bulletin Boards/Digital Signage

All postings of advertising or other material on utility poles, trees, walls, buildings, or other objects on campus is strictly prohibited. To facilitate posting of information and material where permitted, MTSU has installed certain bulletin boards designated as "Community Bulletin Boards" across campus that may to be used by members of the campus community for postings unrelated to official MTSU business. All other bulletin boards are reserved for official MTSU business and are not available for postings by any other individual or entity. Designated digital signs in certain campus multiple-use locations may be available to post event announcements.

The specific rules applicable to a Community Bulletin Board will be conspicuously posted on each board and will control all postings on that board. Any posting that does not comply with the stated rules is subject to immediate removal without warning.

1. At a minimum, each Community Bulletin Board shall comply with the following:
 - a. Prominently display a sign above the board indicating that it is a "Community Bulletin Board."
 - b. Prominently display on a sheet of paper at least 8 ½" by 14" the Rules for Posting on the Community Bulletin Board, including, at a minimum, the following:
 - c. A listing of the specific individuals and/or entities that are permitted to post on that bulletin board;
 - d. Whether permission is required in advance of posting on that board and, if so, from whom;
 - e. Any limitations of the types of messages that may be posted on the board;
 - f. The maximum size of any message that may be posted on that board;
 - g. That no obscene material or material that violates state, federal, or local law or MTSU policy may be posted on the board;
 - h. A regularly scheduled date on which all material will be removed from the board. For instance, the individuals/offices authorizing the use of the board may wish to remove all material from the board on the first day each month or the day following Graduation, etc.
2. All individuals/offices requiring prior permission to use a Community Bulletin Board may deny a request on the basis of one or more of the following. The denial of the request shall be in writing and shall state the reason for the denial.

- a. The person or group is not authorized to use the board in question;
- b. The material is not the type authorized to be on the board in question or fails to meet any of the rules for posting on the board;
- c. The material is obscene or otherwise violates any federal or state law or regulation of MTSU; or
- d. There is insufficient space for the material on the board due to the previous posting of other materials.

The individual/office responsible for any bulletin board on campus, in conjunction with the MTSU Fire Marshal, shall confirm that the placement of the bulletin board complies with the local fire code.

3. Digital signage in certain campus locations is available to be used in conjunction with meetings/events. Specifics of digital signage use guidelines are located at www.mtsu.edu/digital-signs.
4. Nothing in this section should be construed to limit the rights for access to state employees set forth in T.C.A. § 8-50-1001.

E. Banners

Except as specified below, banners or other large printed material may not be placed or hung on any MTSU property or structure.

1. Keathley University Center: MTSU has made a limited amount of space on the patio rails and the columns at the Keathley University Center ("KUC") available for Affiliated Entities and MTSU Departments to hang banners for limited purposes of advertising their events and/or promoting their organization. No other groups will be allowed to hang banners on MTSU's property and/or facilities. The following restrictions shall apply to all banners displayed under this policy:
 - a. Banners may be displayed a maximum of two (2) consecutive weeks unless additional time is approved by the Dean of Students or designee.
 - b. Banners are limited to one per organization unless approved by the Dean of Students or designee.
 - c. Banners made for the KUC patio rails will be hung and taken down by MT Unions staff. Please drop off banners to the KUC Information Desk (located on the 2nd floor of the KUC) no later than the day before your reservation.

- d. Banners for SGA Elections and Homecoming must be displayed horizontally in front of the KUC and may not exceed 3' x 5' (feet). Check the SGA Election Packets for more information.
 - e. Banners made for the KUC columns must be professionally made and have metal grommets. A University account must be provided in order to get the banner hung. The organization/department will incur a cost from Facilities Services to hang and remove the banner. Banners to be hung on the columns must be turned into MT Unions staff no later than five (5) business days prior to the first date of the reservation so that a work order can be placed with Facilities Services to provide the banner hanging service. Bungee cords are provided by MT Unions for the purpose of hanging banners. Banners that do not meet this criterion will not be hung. Please note: The banner hanging service provided by Facilities Services is weather dependent, so the banner may or may not be hung by the first day of the reservation. Banners must be no bigger than twelve (12) feet in width for the main column and six (6) feet for the side columns.
 - f. Banners hung at the KUC must be retrieved from the KUC Information Desk no later than five (5) business days following the removal date. MT Unions is NOT responsible for banners left after five (5) days, and is not responsible for the loss or damage to any banner.
 - g. Banner space is available on a first come, first serve basis.
2. Greek Row: Subject to approval by the appropriate MTSU office, residents of the houses located on MTSU's Greek Row may hang appropriate exterior banners, posters, and signs (collectively "banners") that promote student organization or campus events. The dimensions of banners on the exterior of Greek Row houses may not exceed eight (8) feet by six (6) feet. Houses that are leased from MTSU by Greek organizations must obtain approval from the Office of Fraternity and Sorority Life prior to hanging the banner. Houses that are occupied by individuals pursuant to a Housing License Agreement with the Office of Housing and Residential Life must obtain approval from this office prior to hanging the banner.

In evaluating a request for approval, the appropriate office shall confirm that the sign promotes student organization or campus events and that it is of a quality that does not detract from the appearance of Greek Row. In addition, the appropriate office can also determine if safety concerns require that Facilities Services hang and remove the sign. All charges for the hanging and removal of the sign shall be paid in advance by the applicant.

F. Speakers

Faculty and/or Affiliated Entities are authorized to extend invitations to uncompensated, unaffiliated guest speakers for regular class sessions and/or meetings, without prior application as set forth in this policy as long as the following conditions are met:

1. Attendance at the class session or meeting will be limited to members of the class or Affiliated Entity; and
2. No fee or compensation from state funds will be paid to the speaker.

G. Camping

Except in the circumstances provided below, all individuals or groups engaging in activities covered under this policy are prohibited from constructing or erecting any permanent or semi-permanent structure(s) on MTSU property and from erecting, maintaining, or occupying any temporary sleeping equipment, including, but not limited to, tents, sleeping bags, hammocks, and other non-permanent structures, sleeping quarters, or apparatus.

The above prohibitions shall not apply in the following circumstances:

1. Erecting, maintaining, and occupying temporary sleeping equipment between the hours of 7:00 a.m. and 11:00 p.m.;
2. Maintaining or occupying a motor vehicle or trailer equipped with living space and amenities found in a home, such as a recreational vehicle, camper van, motor home, or the like, provided that: (1) the vehicle or trailer is licensed for use and operation, and a license plate demonstrating this fact is affixed to the vehicle; (2) the use of the vehicle or trailer has been approved in advance by either the Blue Raider Athletic Association, Tennessee Livestock Center, or the Tennessee Miller Coliseum (collectively the "approving entity") in a manner consistent with the existing policies of the approving entity and all required fees have been paid; and (3) the vehicle or trailer is parked in a space for such vehicles or trailers as designated by the approving entity;
3. Maintaining or occupying motor vehicles or trailers equipped with office space or living space and amenities found in a home, such as a recreational vehicle, camper van, motor home, or the like, on MTSU property that has been leased by MTSU to another entity or on property assigned to, and under the control of, a contractor of MTSU. Activities under this paragraph must specifically be permitted by contract and/or lease and be conducted in accordance with the terms of the contract or lease;

4. Participants in events being held in unsecured or open buildings or structures, including specifically the animal barns at the Tennessee Livestock Center and the Tennessee Miller Coliseum, may erect, maintain, or occupy overnight sleeping equipment to stay overnight with belongings, including livestock, for purposes of protecting or securing said belongings. Participants shall notify the organizer of the event of their intent to remain on the premises overnight.

X. Notice of Policy

The MTSU Event Coordination Department and all Responsible Offices set forth in this policy shall maintain a copy of this policy for inspection by groups, organizations, and individuals interested in the use of campus property and/or facilities and shall provide a copy of such policy upon request.

Forms:

[Properties/Facilities Available for Use](#)

[User Fees](#)

[Sidewalks and Right of Ways](#)

Revisions: none.

References: Policy 101 Minors Participating in University-Sponsored Programs or Programs Using University Facilities; 170 Charitable Solicitations; 540 Student Disciplinary Rules; 560 Student Organizations; 600 Approval of Agreements-Delegation of Authority; 623 Lease Standards; 661 Purchasing of Meals and Refreshments for Both on and Off-Campus; 662 Food Service Self Catered or Off-Campus Vendor; 775 Traffic and Parking; T.C.A. § 8-50-1001.



100 Use of Campus Property and Facilities Scheduling

Approved by Board of Trustees

Effective Date:

Responsible Division: Business and Finance

Responsible Office:

Responsible Officer:

I. Purpose

This policy provides a uniform basis upon which Middle Tennessee State University (MTSU or University) can regulate and facilitate the use of campus property and/or facilities. This policy is intended to operate consistent with MTSU's purpose and mission, through the implementation of reasonable content and viewpoint neutral regulations. This policy shall be implemented and construed so as to ensure no undue disruption of that mission; promote an educational atmosphere on campus; prevent commercial exploitation of students; preserve residential tranquility; and prevent use of campus property and/or facilities contrary to federal, state, or local law or the rules and policies of MTSU.

In establishing this policy, MTSU recognizes the importance to the educational process and environment for persons affiliated with MTSU, including officially recognized student organizations and other groups, to have reasonable access to and use of MTSU's educational facilities to hear various views. Simultaneously, MTSU also makes clear that its campus property and facilities are not open public forums, but are instead intended solely for use consistent with the advancement and orderly administration of its educational mission for the benefit of its students, staff, and affiliated entities. As such, MTSU does not ordinarily make its buildings or other facilities available to outside individuals or outside groups. Exceptions may be made only if the proposed use is consistent with this policy and MTSU's mission.

II. Scope

This policy applies to proposed uses of property and/or facilities owned by and/or leased to MTSU. The application procedures required by this policy do not apply to:

- A. Use of perimeter sidewalks adjoining public streets. A map depicting the perimeter sidewalks adjoining public streets is provided on the [Event Coordination Forms website](#). These facilities may be used for lawful activities by all persons and/or entities provided that the flow of vehicular or pedestrian traffic is not impeded.

- B. Property that is not owned by or leased to MTSU. For instance, the Tennessee Miller Coliseum and the MTSU Foundation Reception House are not owned by MTSU or leased to MTSU and, thus, are not covered by this policy.
- C. Events that are mandated by MTSU pursuant to contract.

III. Definitions

For the purposes of this Policy, potential users and uses of University property fall into the following general categories, which are defined as follows:

- A. **Affiliated Entities.** An officially registered student, student group, or student organization.
- B. **Affiliated Individuals.** Persons officially connected with MTSU including students, faculty, and staff.
- C. **Non-affiliated Entities.** Any person, group, or organization that is not an “Affiliated Entity” or “Affiliated Individual.”
- D. **Non-affiliated Individual.** Any person who is not an “Affiliated Individual.”
- E. **Non-University/External Events.** Programs and activities organized by any Non-affiliated Entity or Individual.
- F. **Student.** A person who is currently registered for a credit course or courses, non-credit course, or program at MTSU, including any such person during any period which follows the end of an academic period which the student has completed until the last day for registration for the next succeeding regular academic period.
- G. **University Academic Activities.** Activities directly related to the instructional mission of MTSU. Examples include MTSU academic credit bearing classes and course-related events resulting from academic course work.
- H. **University Sponsored Events.** Activities directly related to the life of the campus community beyond the classroom. Examples include athletics, recreation, student programming activities, and academic camps/conferences/workshops. There are two sub-categories of such events.
 - 1. **Official University Events:** Programs that are scheduled or sponsored by faculty, staff, administrative offices, and departments that are planned primarily for members of the MTSU community. Affiliated Entities, Affiliated Individuals, Guests,

Non-affiliated Entities, Non-affiliated Individuals, and Students may attend these programs.

2. Student Events: Programs, activities, and services that are scheduled or sponsored by student clubs or organizations that are officially recognized by MTSU and planned primarily for members of the campus community. It is recognized that Affiliated Entities, Affiliated Individuals, Guests, Non-affiliated Entities, Non-affiliated Individuals, and Students may attend these programs.
- I. University Related Events. Match the same criteria as a University Sponsored Event, but also include a charge for registration and/or admission.
- J. University Co-sponsored Events. Academic programs, conferences, and/or meetings involving two entities – a MTSU school, academic department, administrative unit, or student organization and an outside organization such as a professional association in which MTSU holds membership or maintains a relationship that directly benefits the MTSU community.

IV. Access to Campus

In carrying out its mission, MTSU desires to ensure that space is readily available for University activities and functions as well as the functions and activities of its Affiliated Entities and Individuals. In certain, more limited circumstances, MTSU also desires to allow Non-affiliated Entities and Individuals to use certain portions of its property and/or facilities.

- A. Identification of property/facilities available for use: A listing of all available MTSU properties and/or facilities, including a designation of entities and/or individuals eligible to request use of those properties and/or facilities, is provided on the [Event Coordination Forms website](#). This list also includes the type of events that are suitable for the property (i.e. concerts, athletic events, theatrical presentations, etc.) and any conditions required to obtain permission to use the properties and/or facilities. Any property/facility not specifically identified as available for use on the [Event Coordination Forms website](#) is specifically unavailable for use other than for normal administrative or educational purposes.

After consultation with the appropriate Responsible Office, the [MTSU Event Coordination Department](#) is authorized to make changes to this listing.

- B. Use of MTSU property and facilities: The use of MTSU property and facilities is limited by the type and location of the property and the status of the proposed user.
- C. Access generally reserved for University and Affiliated Individuals/Entities: The campus, facilities, and property of MTSU is restricted to use by MTSU, MTSU administration for official functions, Affiliated Individuals/Entities, and invited or sponsored guests of

MTSU except as specifically provided by this policy or when part or all of MTSU campus, buildings, or facilities are open to the general public for a designated time and purpose.

1. Use of property by MTSU for MTSU functions: When assigning space, official institutional, administrative, and/or normal educational purposes, including University Academic Activities, Official University Events, and other official MTSU functions (such as meetings, academic needs, conferences, events) shall take precedence and have priority over all other proposed uses. Any University department wishing to schedule the space for official institutional, administrative, and/or normal educational purposes, including University Academic Activities, Official University Events, and other official MTSU functions (such as meetings, academic needs, conferences, events) shall contact the appropriate responsible office.

Depending on the type of event, the cost procedures set forth in Section VII may apply. Scheduling of space and placement on the master calendar does not include or guarantee any ancillary services, which need to be separately arranged by the University department hosting the event and may be subject to additional deadlines as determined by the responsible office.

2. Use of property by Affiliated Individuals/Entities:
 - a. Reservations of space by Affiliated Entities/Individuals shall have priority over all uses by Non-affiliated Entities/Individuals.
 - b. Indoor space: Available indoor space may be reserved by affiliated individuals and entities pursuant to the procedures set forth herein.
 - c. Regular membership meetings: Affiliated Entities/Individuals may submit an application to use MTSU property and/or facilities for its regular membership meetings only if the meetings are limited to members of the organization. Affiliated Entities/Individuals also may request authorization for the repeated use of the particular campus facility or space to conduct such meetings subject to the provisions of Section IV.B.2.e. below.
 - d. Outdoor space: Except as set forth below, Affiliated Entities/Individuals may gather and use the outdoor University spaces designated as “standard” on the [Event Coordination Forms website](#) on a space available basis without submitting an application pursuant to this policy. Even if not required, Affiliated Entities/Individuals who wish to reserve space may do so pursuant to the procedures set forth herein.

Any use of “standard” space by an Affiliated Entity/Individual without an approved application may be terminated if:

- (1) The space has been reserved for use by another group;
- (2) The affiliated entity/individual violates any of the applicable General Conditions for Use of Property as set forth in Section VI, below;
- (3) The use causes a material and substantial disruption to the learning environment;
- (4) The use impedes pedestrian or vehicular traffic; or
- (5) The event involves 25 or more participants (including participants and audience).

Affiliated Entities/Individuals are required to submit an application pursuant to this policy for the following uses of outdoor space:

- (1) Large Events: Any use of outdoor space that will involve 25 or more participants (including expected participants and audience).
 - (2) An event where food will be served, provided, or distributed by the user;
 - (3) An event that will involve the use of particular equipment (e.g., tables, stages, etc.) or utilities (e.g., water, electricity, etc.);
 - (4) Events involving amplified sound.
- e. Activities involving non-members: Access to or use of campus facilities or property by Affiliated Entities and Individuals for an event other than a regular meeting of its membership that will either include an invited Non-affiliated guest speaker and/or be open to persons outside group membership will be considered a use by a Sponsored Non-affiliated Entity as set forth below.
- f. Repeated or Intermittent Events: Affiliated Entities/Individuals may request permission for the repeated or intermittent use of a particular campus facility or space to conduct regular meetings using campus property and/or facilities without requiring repeated application and approval for each occurrence of the event only if the meetings are limited to members of the organization. Approval for repeated or intermittent use of any facility or property pursuant to this policy may not exceed one semester in length and may only be renewed or repeated after review to determine that such use does not conflict with a University need, or another request for access/use of the facility/space by another eligible person/entity. For purposes of this paragraph, the summer term shall count as

one semester beginning on the first day of the May summer term and ending on the last day of the June/July summer term.

A listing of all properties and/or facilities that are eligible for repeated or intermittent use is provided on the [Event Coordination Forms website](#).

3. Use of property by Sponsored Non-affiliated Individuals/Entities: Affiliated Entities/Individuals may, subject to the provisions below, sponsor Non-affiliated Individuals/Entities to use MTSU facilities or property. Uses by Sponsored Non-affiliated Entities shall take priority over uses by Non-sponsored, Non-affiliated Entities.
 - a. Sponsor's Responsibilities: In the event that a Non-affiliated Entity or Individual is permitted use of MTSU property and/or facilities, in conjunction with a University-affiliated group, the sponsoring individual/group will be held responsible for ensuring that: (1) the Non-affiliated Individual/Entity complies with the terms of this policy, other MTSU policies, and all local, state, and federal laws; (2) any and all costs or fees associated with the event are paid; and (3) in all advertising or reporting of the event or meeting, the name and/or mark of MTSU is used only to indicate location and in no way implies sponsorship or endorsement of the activity or the individual's/group's objectives or candidacy. In addition, the sponsor is responsible for all communication including reservation and event arrangements with the venue scheduling staff and must be present at and actively participate in the event.
 - b. Enforcement: Any violation of the above could result in canceling of any scheduled use and the right of the individual/group to schedule future use. In such cases, the manager of each facility will be responsible for enforcing all facilities use policies, ensuring that an appropriate investigation takes place into any alleged violations, determining if a violation has occurred, and making a recommendation to the appropriate University official, as designated below:
 - (1) Vice President for Student Affairs – events sponsored by students and/or student organizations;
 - (2) Provost – events sponsored by faculty;
 - (3) Assistant Vice President for Human Resource Services – events sponsored by classified employees; or
 - (4) Appropriate division head – events sponsored by administrative employees.
 - c. Activities of Affiliated Entity/Individual that Involve Non-members: Access to or use of campus property and/or facilities by Affiliated Entities and Individuals for

an event other than a regular meeting of its membership that will either include an invited guest speaker and/or be open to persons outside group membership must be made through the procedures set forth in this policy and subject to the following provisions:

- (1) A separate application must be submitted for each event under this paragraph (i.e., no recurring events);
 - (2) The sponsoring individual or entity will be responsible for the conduct of both the non-affiliated speaker and non-affiliated guests at the event as well as compliance with all laws, MTSU policies, and rules; and
 - (3) The application for such access or use of campus property and/or facilities must clearly set forth the identities of both the Affiliated Individual/Entity that is sponsoring/filing the application as well as the Non-affiliated Entity being sponsored.
4. Use of Property by Non-affiliated Entities/Individuals: MTSU has opened the property and/or facilities designated on the [Event Coordination Forms website](#) for application for use or access by a Non-affiliated Entity/Individual without sponsorship from an Affiliated Individual or Entity. As indicated on the [Event Coordination Forms website](#), the Student Union Commons is available for use by a Non-sponsored, Non-affiliated Entity without payment of a rental or lease fee. To facilitate adequate availability for other affiliated and non-affiliated users (including spontaneous student use), Non-sponsored/Non-affiliated users can reserve the Student Union Commons for no more than four hours in any calendar week.

All other facilities designated as available for Non-sponsored, Non-affiliated Entities on the [Event Coordination Forms website](#) are available to such entities only by rental or lease. Use by Non-sponsored, Non-affiliated Entities shall have the lowest priority. Non-sponsored/Non-affiliated users and entities can rent facilities up to four (4) times per semester.

- D. Facilities designated as restricted: Certain properties and/or facilities on MTSU's campus may be made available for use under this policy on a "restricted" basis when certain restrictions are necessary to protect the health, safety, and welfare of the campus community and property. For instance, a science lab may be made available for an event by an MTSU science department, but due to the nature of the lab and its contents, may be inappropriate for use by an entity or individual without the necessary scientific training. Use of restricted property will require additional approval from the designated Responsible Office listed for all available MTSU properties and/or facilities that is provided on the [Event Coordination Forms website](#).

- D. Applicability of Rules and Regulations: All persons on the campus of MTSU shall be subject to all rules and regulations of MTSU that are applicable to the conduct of students on campus and to all applicable federal and state laws and regulations. In addition, all persons who operate motor vehicles shall be subject to MTSU rules, regulations, policies, and procedures on traffic and parking, which can be located on [MTSU Parking Services website](#) and [Policy 775 Traffic and Parking](#). MTSU shall have the right to terminate the use of campus property and/or facilities by any group, organization, or individual, which violates any provision of MTSU policy, local, state, or federal law or regulation.
- E. Access pursuant to T.C.A. § 8-50-1001: Access to and use of facilities consistent with the requirements of T.C.A. § 8-50-1001 is permitted. Meetings or gatherings conducted pursuant to this section are subject to the application procedure set forth in this policy for the sole purpose of ensuring that administrative, educational, and/or workplace functions are not interrupted.
- F. Identification: All persons on the campus of MTSU shall provide adequate identification to appropriate officials and security personnel of MTSU upon request. Personnel and students of MTSU who refuse to provide such identification may be subject to disciplinary action. Other persons who refuse to provide such identification shall be requested to leave the campus, and if they refuse, may be subject to lawful removal and prosecution.

V. Application and Permitting Process

Application for access to/use of MTSU properties and/or facilities where required shall be through the application process set forth below:

- A. Where to Make Request: Individuals and/or entities seeking to access/use MTSU property and/or facilities shall complete an application. Applications may be obtained from and all completed applications shall be submitted to:

MTSU Event Coordination Department
1403 East Main Street (Parking Services Building)
Murfreesboro, TN 37132
Website: <http://www.mtsu.edu/eventcoordination/index.php>
Email: evtcoord@mtsu.edu
Phone: 615-898-5002

The [Event Coordination Department](#) will route the application to the appropriate Responsible Office for the requested venue. A list of the Responsible Offices for all available MTSU properties and/or facilities is provided on the [Event Coordination Forms website](#).

In the event that a request to use space is made to the Responsible Office instead of Event Coordination, the Responsible Office shall immediately inform Event Coordination of the request. The Responsible Office may proceed to process the request per the terms of this policy.

- B. Timeframe for Scheduling Requests: Generally, all applications for use of space must be submitted in writing at least five (5) working days in advance of the proposed use. Notwithstanding the above, applications for the following uses of space must be submitted at least twenty (20) working days prior to the proposed use.
1. MTSU-funded speakers: To allow necessary time for approvals of space and funding, as well as to have checks prepared for payment of the speaker, all applications for events involving an outside speaker that involves the payment of a total fee and/or expenses to the speaker in excess of \$500.00 from MTSU funds.
 2. Large Events in Restricted Areas: Applicants requesting use of a space designated “restricted” on the [Event Coordination Forms website](#), to hold an event for more than 250 attendees.

If the applicant also wishes to obtain ancillary services from the University (e.g., equipment, tables, food services, etc.), use [amplified sound](#), or serve alcohol, appropriate requests should be included with the application. Any deadlines set forth in policies relating to the above must also be met.

A blank application form may be obtained from the [Event Coordination Department](#).

A Responsible Office may establish a scheduling calendar prohibiting reservations for a particular facility or group of facilities until a certain date. (For example, a Responsible Office may decline to accept reservations more than ninety (90) days in advance of the event). Occasional special events of significant positive impact to the University may require consideration of an exception to the normal scheduling calendar. If a specific event of special importance to the University (i.e. keynote speaker, conference host proposal, etc.), requires approval in advance of the standard calendar for accepting normal reservations, the event sponsor must seek preliminary approval from their own Vice President/Provost. If preliminary approval is granted by their own Vice President/Provost, then the approving Vice President/Provost will bring the request forward to the entire Vice President/Provost group for final approval, assuming space is available.

- C. Disposition of Application: Within seventy-two (72) hours after receiving any request for use of MTSU property and/or facilities, the Responsible Office shall notify the applicant that the application has been either:
1. Approved;

2. Denied and the reasons for the denial;
3. Conditionally approved provided that the applicant fulfills specified conditions. Once the conditions have been fulfilled, a notice of final approval will be provided.

Notices of approval/denial will be made available at the Responsible Office and Event Coordination. It shall be the responsibility of the applicant to obtain notice of the approval/denial of any application submitted pursuant to this policy. As a courtesy, however, once a decision to approve/deny an application has been made, the Responsible Office will attempt to notify the applicant of the decision through the means indicated on the application.

A notice of approval shall state the time and location in which the activity is allowed. A notice of denial of the proposed use shall also state the grounds for denial.

- D. Written agreement required: In all cases where an application for access or use of MTSU properties and/or facilities is approved, such use will be subject to the execution of an appropriate written agreement regarding the conditions applicable to the approved access/use, which shall include, but not be limited to, the terms and conditions set forth in this policy.
- E. Considerations: Any denial of a request to access/use MTSU properties and/or facilities shall be based solely on factors related to reasonable regulations in light of MTSU's mission and the nature of the property and/or facility requested. Decisions to approve/deny any application shall be rendered in a content/viewpoint neutral manner. The Responsible Office shall consider and may deny an application based on the following criteria:
 1. The application was untimely;
 2. The property and/or facilities have been previously reserved by another group, organization, or individual with equal or higher priority;
 3. The proposed use is in excess of the frequency of use limitations set forth herein;
 4. The applicant or sponsor of the activity has not provided accurate or complete information required on the application for registration;
 5. The applicant or sponsor of the activity has been found responsible for violation of MTSU policy during a previously registered use of campus property and/or facilities;
 6. The applicant has previously violated any conditions or assurances specified in a previous registration application;

7. The property and/or facility requested has not been designated as available for use for the time/date;
 8. The anticipated size or attendance for the event will exceed building/fire codes, established safety standards, and/or the attendance or other limitations for the property and/or facility requested;
 9. The activity conflicts with existing contractual obligations of MTSU;
 10. The activity presents a clear and present danger for physical harm, coercion, intimidation, or other invasion of lawful rights of MTSU's officials, faculty members, or students, the damage, or destruction, or seizure and subversion of MTSU's buildings, other property, or for other campus disorder of a violent or destructive nature. In determining the existence of a clear and present danger, the Responsible Office shall consider all relevant factors;
 11. A determination that the requested use would be contrary to local, state, or federal law, regulation, or the policies or regulations of MTSU.
- F. Appeal of Denial of Application: If an applicant is dissatisfied with the decision of the Responsible Office to deny his/her/its request for use of space, the applicant may appeal that decision to the President of the University or designee.
1. The appeal shall be in writing and shall be submitted to the Office of the University Counsel within twenty-four (24) business hours after the issuance of the denial. If the written appeal is not received within twenty-four (24) business hours, the Responsible Office's denial decision is final.
 2. The appealing applicant must explain why it is believed that the denial was inappropriate under the standards set forth in this policy. The President or designee shall determine whether the application for use of space should have been granted pursuant to the criteria set forth in this policy.
 3. The applicant will be informed in writing of the outcome of the appeal within twenty-four (24) business hours after receipt. If additional time is needed to resolve the appeal, the President or designee, shall inform the applicant of the need for the extension. The decision by the President or designee will be MTSU's final decision on the application.

VI. General Conditions for Use of Property or Facilities

The following conditions, which seek to preserve MTSU's mission and take into account the nature of its property and/or facilities, shall govern activities conducted pursuant to approved

applications for access to or use of campus property and/or facilities. These conditions shall be enforced uniformly to all uses of campus property and/or facilities in a content and viewpoint neutral manner. MTSU shall have the right to terminate the use of campus facilities and/or property by any group, organization, or individual which violates any provision of this policy, other MTSU policy, local, state, or federal law or regulation.

- A. At the conclusion of any use of property and/or facilities (including personal property), the property and/or facilities must be returned or relinquished to the University in the same condition as when they were provided. Any user of University property and/or facilities that fails to do so will be responsible for all expenses incurred by the University to remedy the condition of the University property and/or facilities.
- B. Events involving minors shall comply with [Policy 101 Minors Participating in University-Sponsored Programs or Programs Using University Facilities](#).
- C. Users of MTSU properties and/or facilities shall comply with the limitations as to the number of persons that may attend in accordance with appropriate building and fire codes and safety standards applicable to particular property and/or facilities at issue. These limitations are specified for each property on the [Event Coordination Forms website](#).
- D. Users of MTSU properties and/or facilities shall comply with state and federal law and all MTSU regulations, policies, or rules for the conduct of assemblies, meetings, and demonstrations.
- E. MTSU Student Events, as defined above, must comply with all guidelines set forth by [Policy 560 Student Organization Registration and Recognition](#) and [Policy 540 Student Disciplinary Rules](#).
- F. Use of the requested property and/or facilities shall be limited to the declared purpose in the application for use/access to campus facilities and/or property.
- G. MTSU may deny the use of its property and/or facilities to any applicant who has an outstanding debt to MTSU.
- H. Sound amplification equipment may be used only when prior approval has been requested and granted by the Responsible Office taking into account MTSU's mission and the nature of the property and/or facilities requested, location, time of day, etc. A copy of MTSU's sound amplification guidelines can be obtained [here](#).
- I. Users of facilities and/or property and/or their sponsor(s) are responsible for all activities associated with the event.

- J. Users of property and/or facilities and/or their sponsor(s) are responsible for all fees and costs assessed by MTSU for the event as set forth in Section VII below (entitled “Fees and Costs”).
- K. All groups, organizations, and individuals, by applying for registration of an activity and by subsequent use after approval by MTSU, agree to indemnify MTSU and hold it harmless from any and all liabilities arising out of such use of the property and/or facilities of MTSU, including, but not limited to, personal injury, property damage, court costs, and attorney’s fees. In addition, in certain situations as set forth in Section VIII below (entitled “Insurance and Bonds”) certain users may be required to provide additional bonds and insurance.
- L. All persons operating motor vehicles in conjunction with an approved use/access of campus property and/or facilities shall be subject to MTSU rules, regulations, policies, and procedures regarding traffic and parking. The MTSU rules, regulations, policies, and procedures can be obtained from the [Parking Services](#) website and [Policy 775 Traffic and Parking](#).
- M. The hours in which facilities are generally available are listed on the [Event Coordination Forms website](#). Notwithstanding the hours set forth on the [Event Coordination Forms website](#), students, student organizations, and non-affiliated individuals/entities using the Student Union Commons as set forth in Section IV.B.4. above, are not permitted to reserve space for use during University holidays, final exam weeks, and “Connection Point” dates.
- N. Starting with fall semester opening weekend through the first two weeks of classes, no events will be approved that conflict with Connection Point events. All events that occur during this period must be approved by the Assistant Vice President for Student Affairs or his/her designee. Student organization events or meetings taking place on study days or during final examination periods will not be approved, unless they are academically related (i.e., study halls, presentations, recitals, etc.) and approved by the Assistant Vice President of Student Affairs or designee.
- O. Except as provided in Section IX.G. below (entitled “Camping”), access to, or use of, campus facilities and/or properties shall not be permitted overnight.
- P. All persons on MTSU’s campus in conjunction with an approved application for use/access shall provide adequate identification upon request to appropriate officials and security personnel of MTSU. Persons or groups who refuse to provide such identification may be subject to immediate removal from campus and/or disciplinary action. In appropriate circumstances, such persons may become subject to arrest and/or prosecution.

- Q. Fronting is prohibited. Fronting is defined as permitting a non-University individual or organization to use University property, facilities, and/or services under the guise that the activity is a University-Sponsored or University Co-Sponsored Event in order to avoid fees. Fronting is prohibited by University policy. Anyone wanting to schedule MTSU property and/or facilities must follow the instructions and guidelines (as outlined by the [MTSU Event Coordination Department](#)) to request usage, follow the solicitation and fundraising guidelines, and pay all fees as outlined by University policy.
- R. All persons shall be subject to all MTSU, Tennessee Department of Environment and Conservation, and Environmental Protection Agency rules and regulations related to environmental protection, including illicit spills covered by MTSU's MS4 stormwater permit. Questions related to these rules and regulations can be directed to MTSU's environmental engineer in [Environmental Health and Safety Services](#).

VII. Fees and Costs

MTSU will assess certain fees or charges for specific costs and/or services provided to campus users (e.g., maintenance, janitorial, utilities, and/or security). These fees will be assessed as set forth below. All fees and costs shall be assessed to all similar uses on a content/viewpoint neutral basis.

In addition, for properties that are available for rent/lease, facility use fees will be established by the Facility/Venue Manager, in association with the appropriate Department Chairperson, Dean, or Director. The amount of facility use fees will be based on the type of space, the length of usage, and the competitive market rates for comparable square footage.

Notwithstanding any fee obligations designated below, the evening and weekend charge at the Foundation House shall apply to all users.

All fees and rates shall be presented for approval to the Vice President/Provost group and will be reviewed and adjusted annually prior to the start of the fiscal year.

- A. Fee Definitions and Amounts: The following fees, which are defined below, may be assessed to users of MTSU property and/or facilities.
1. Support Services Fees: Any cost that is incurred as a direct result of the event occupying the facility. These fees include, but are not limited to, Additional Set-Ups, Security, Custodial, Food Services, Building Attendant, Technical Attendant, and Production Services. The amounts of these fees (flat rates and/or hourly rates) are set forth on the [Event Coordination Forms website](#).
 2. Facility Use Fee: Is a room occupancy fee (i.e., rental or lease rate). The amount of these fees are set forth on the [Event Coordination Forms website](#).

3. Administrative Fee: Is a fee for the University Event Coordinator’s time spent processing/facilitating each request.

B. Events subject to fee assessment: Not all events/activities occurring on/in MTSU property and/or facilities will be subject to a fee. Fees will be assessed in accordance with the following:

Event Type/Fee Required	Support Services	Facility Use	Administrative
University Academic Activities	Yes	No	No
Official University Events	Yes	No	No
Student Events	Yes	No	No
University Co-Sponsored	Yes	No	Yes
University Related	Yes	No	Yes
Non-University/External	Yes	Yes	Yes

Pursuant to [Policy 600 Approval of Agreements-Delegation of Authority](#) and [Policy 623 Lease Standards](#), a lease agreement will also be required for Non-University/External Events.

C. Additional Services: In addition, users who require additional services shall use services provided by MTSU or its affiliates, unless written permission is granted in advance not to do so. Absent such written permission, outside services are absolutely prohibited. These services include, but are not limited to: Production Services, Custodial Services, Grounds Services, University Police, and Parking Services. The user will be required to execute a separate agreement applying to this use and shall pay the fees and costs associated with such services. A schedule of fees for certain commonly-used services is provided on the [Event Coordination Forms website](#).

D. Security: Event security shall be provided in a manner consistent with the security staffing requirements of the University Police Department.

E. Food Service: Food and Catering shall be permitted for all event type definitions and is subject to the provisions of [Policy 661 Purchasing of Meals and Refreshments for Both on and Off-Campus](#) and [Policy 662 Food Service Self Catered or Off-Campus Vendor](#).

F. Payment of Fees: Unless stated otherwise on the [Event Coordination Forms website](#), the following shall apply to all fee payments under this policy:

1. University Sponsored, Related, and Co-sponsored events: The MTSU department/organization sponsoring the event/activity will accept responsibility for all applicable fees. A security deposit to ensure fiscal responsibility will be required by the facility manager utilizing these general guidelines.

- a. Estimated support services charges under \$50.00 are due at receipt of confirmation to hold reservation and are non-refundable.
 - b. Estimated support services charges under \$500.00 require a non-refundable reservation deposit of \$50.00 due at receipt of confirmation to hold reservation.
 - c. Estimated support services charges more than \$500.00 require a non-refundable reservation deposit of 10% of charges due at receipt of confirmation to hold reservation.
2. Non-University/External Events: A non-refundable 10% deposit is required at receipt of confirmation to hold the reservation. All User Fees, estimated Support Services Fees, and Administrative Fees must be paid prior to the beginning of the event.

VIII. Insurance and Bonds

Insurance may be waived for any non-University/external group using a campus property and/or facility if the use is for a meeting such as a conference, dinner, presentation, speaker, etc., lasting no longer than one (1) day. MTSU reserves the right in its sole discretion to require insurance and/or a performance bond, if it determines there may be a concern for personal or public health or safety. Factors used to determine the requirement of insurance and/or a performance bond include, but are not limited to, the nature and use of particular facilities, the age of event participants, and the anticipated event size or attendance for any use of campus property and/or facilities. If insurance and/or a performance bond will be required, appropriate levels of coverage and minimum limits shall be enumerated pursuant to contract. Proof of compliance with this provision may be required in advance of an event. This provision shall be applied and enforced in a content/viewpoint neutral manner.

IX. Particular Uses

A. Distribution of Literature or Advertising Material

1. Any literature that is distributed or sold and any advertisement shall comply with all applicable local, state, and federal laws and regulations, as well as the rules and policies of MTSU;
2. No obscene literature or material, as defined by law, shall be distributed on any property owned or used by MTSU;
3. Campus property and/or facilities may not be used for the conduct of commercial activities (including distribution of commercial advertising material) except when engaged in a business relationship, pursuant to a contract, with MTSU and/or when a rental or lease agreement is in place specifically for such temporary purpose;

4. No literature, advertising material, or other printed matter shall be distributed in the following locations:
 - a. Classrooms, library, or other academic building or facilities;
 - b. Administrative and employee offices and work areas;
 - c. Student residence halls, dormitories, or apartment buildings;
 - d. By placing it on vehicles parked on the MTSU campus; or
 - e. By affixing it to utility poles, trees, walls, buildings, sidewalks, streets, or other objects on campus.

This shall not restrict a faculty member from distributing within the classroom non-commercial material related to the particular course or subject matter.

5. Upon approval of an application to use MTSU property and/or facilities, MTSU will permit the sale or distribution of literature, non-commercial solicitations, or advertising in designated locations within the lobbies or other general use areas of the above-noted buildings or other campus facilities designated for placement of literature for distribution or sale.
6. MTSU shall have the right to terminate the distribution or sale of literature by any group, organization, or individual that violates the provisions of this policy.
7. Nothing in this section should be construed to limit the rights of access to state employees set forth in T.C.A. § 8-50-1001.

B. Solicitations

Unless otherwise provided, solicitation for the purpose of entering or consummating a commercial transaction on any property owned or used by MTSU is prohibited. Solicitation for other than a commercial purpose is prohibited unless expressly provided for by MTSU policy or approved by the President or designee.

1. General Requirements:

- a. MTSU may require any group, organization, or individual to verify the use, application, or disposition of funds solicited on campus property.
- b. Solicitations shall be permitted only in those areas designated for such activity by MTSU.

2. Permitted Activities: Subject to the application and approval process set forth above, the following solicitations are permitted on MTSU's property and/or facilities.
 - a. Fundraising by Affiliated Individuals/Entities: Activities or events engaged in by Affiliated Entities/Individuals or by registered student organizations for the purpose of raising funds to meet expenses of the group, organization, or individual are permitted, provided that funds raised by such activities or events shall be used for the benefit of the group, individual, or organization, and no funds shall be distributed to the officers, members, or any individual for personal profit or use. Fundraising by students and student organizations shall also be subject to [Policy 540 Student Disciplinary Rules](#) and [Policy 560 Student Organizations](#).
 - b. Solicitation of Membership by Affiliated Individuals/Entities: Solicitation of dues and/or membership in an organization by affiliated groups or individuals or by registered student organizations. Solicitation by students and student organizations shall also be subject to the student rights and responsibilities handbook.
 - c. Distribution of Literature by Non-affiliated Individual/Entity: Distributing literature by a non-affiliated group containing general information about their organization. Such distribution shall be in compliance with the provisions of Section IX.A. above (Distribution of Literature or Advertising Material).
 - d. Sales and Solicitation by Non-affiliated Individual/Entity: MTSU property and/or facilities may not be used by any Non-affiliated Entity or Individual for the conduct of commercial solicitation, on-site sales, or other profit-making activities except when (1) a license or lease agreement exists; (2) the activity is conducted in accordance with any other valid contract or agreement with MTSU; (3) the commercial solicitation, on-site sales, or other profit-making activity takes place pursuant to an agreement; and (4) is sponsored by a registered student organization for the purpose of raising funds to support the organization's activities. No sales or solicitation will be approved under this policy if the activity conflicts with any contractual obligations of MTSU.

Agreements between non-affiliated vendors sponsored by MTSU or a registered student organization to engage in commercial solicitations, on-site sales, or other profit-making activities are subject to the following conditions:

- (1) No student organization will be permitted to sponsor the same non-affiliated vendor more than two days per month.
- (2) Requests from student organizations to sponsor a non-affiliated vendor must be approved by the Assistant Vice President for Student Affairs, or designee.

- (3) Permission to sponsor a non-affiliated vendor may be denied if the presence of such vendor would be disruptive, would interfere with any aspect of MTSU's operation, or would detract from the orderly and aesthetic appearance of the campus.
 - (4) All non-affiliated vendors sponsored by a student organization will be charged a per diem fee to be paid at the time the activity is registered. This fee will be assessed apart from any financial arrangement made between the sponsoring student organization and the non-affiliated vendor. Any fee associated with these activities is provided on the [Event Coordination Forms website](#).
 - (5) Non-affiliated vendors sponsored by MTSU or a student organization are strictly prohibited from engaging in conduct that is unduly intrusive in their interactions with students, staff, or faculty, or otherwise harasses, disturbs, or interferes with the rights of students, staff, and faculty to the use and enjoyment of institutional property and/or facilities.
 - (6) Non-affiliated vendors sponsored by student organizations may be required to show proof of compliance with all state and local laws and ordinances governing their activities.
- e. Solicitation of charitable funds shall be governed by the provisions of [Policy 170 Charitable Solicitations](#).

C. Advertising

1. No advertising signs, posters, or other material may be placed on any campus property and/or facility by any Non-affiliated Individual/Entity, except that MTSU may permit advertising on specifically designated bulletin boards, digital signage, and other designated locations on campus. Affiliated Entities/Individuals may place advertising materials on campus property but only in such places as are designated by MTSU.
2. MTSU may authorize the inclusion of advertisements in appropriate campus publications or on other campus property (i.e., scoreboards, busses, etc.) for a reasonable fee.
3. MTSU may permit limited advertising by groups, organizations, or individuals when incidental to a donation of property or services to MTSU or pursuant to a contract with MTSU.

D. Bulletin Boards/Digital Signage

All postings of advertising or other material on utility poles, trees, walls, buildings, or other objects on campus is strictly prohibited. To facilitate posting of information and material where permitted, MTSU has installed certain bulletin boards designated as "Community Bulletin Boards" across campus that may be used by members of the campus community for postings unrelated to official MTSU business. All other bulletin boards are reserved for official MTSU business and are not available for postings by any other individual or entity. Designated digital signs in certain campus multiple-use locations may be available to post event announcements.

The specific rules applicable to a Community Bulletin Board will be conspicuously posted on each board and will control all postings on that board. Any posting that does not comply with the stated rules is subject to immediate removal without warning.

1. At a minimum, each Community Bulletin Board shall comply with the following:
 - a. Prominently display a sign above the board indicating that it is a "Community Bulletin Board."
 - b. Prominently display on a sheet of paper at least 8 ½" by 14" the Rules for Posting on the Community Bulletin Board, including, at a minimum, the following:
 - c. A listing of the specific individuals and/or entities that are permitted to post on that bulletin board;
 - d. Whether permission is required in advance of posting on that board and, if so, from whom;
 - e. Any limitations of the types of messages that may be posted on the board;
 - f. The maximum size of any message that may be posted on that board;
 - g. That no obscene material or material that violates state, federal, or local law or MTSU policy may be posted on the board;
 - h. A regularly scheduled date on which all material will be removed from the board. For instance, the individuals/offices authorizing the use of the board may wish to remove all material from the board on the first day each month or the day following Graduation, etc.
2. All individuals/offices requiring prior permission to use a Community Bulletin Board may deny a request on the basis of one or more of the following. The denial of the request shall be in writing and shall state the reason for the denial.

- a. The person or group is not authorized to use the board in question;
- b. The material is not the type authorized to be on the board in question or fails to meet any of the rules for posting on the board;
- c. The material is obscene or otherwise violates any federal or state law or regulation of MTSU; or
- d. There is insufficient space for the material on the board due to the previous posting of other materials.

The individual/office responsible for any bulletin board on campus, in conjunction with the MTSU Fire Marshal, shall confirm that the placement of the bulletin board complies with the local fire code.

3. Digital signage in certain campus locations is available to be used in conjunction with meetings/events. Specifics of digital signage use guidelines are located at www.mtsu.edu/digital-signs.
4. Nothing in this section should be construed to limit the rights for access to state employees set forth in T.C.A. § 8-50-1001.

E. Banners

Except as specified below, banners or other large printed material may not be placed or hung on any MTSU property or structure.

1. Keathley University Center: MTSU has made a limited amount of space on the patio rails and the columns at the Keathley University Center (“KUC”) available for Affiliated Entities and MTSU Departments to hang banners for limited purposes of advertising their events and/or promoting their organization. No other groups will be allowed to hang banners on MTSU’s property and/or facilities. The following restrictions shall apply to all banners displayed under this policy:
 - a. Banners may be displayed a maximum of two (2) consecutive weeks unless additional time is approved by the Dean of Students or designee.
 - b. Banners are limited to one per organization unless approved by the Dean of Students or designee.
 - c. Banners made for the KUC patio rails will be hung and taken down by MT Unions staff. Please drop off banners to the KUC Information Desk (located on the 2nd floor of the KUC) no later than the day before your reservation.

- d. Banners for SGA Elections and Homecoming must be displayed horizontally in front of the KUC and may not exceed 3' x 5' (feet). Check the SGA Election Packets for more information.
 - e. Banners made for the KUC columns must be professionally made and have metal grommets. A University account must be provided in order to get the banner hung. The organization/department will incur a cost from Facilities Services to hang and remove the banner. Banners to be hung on the columns must be turned into MT Unions staff no later than five (5) business days prior to the first date of the reservation so that a work order can be placed with Facilities Services to provide the banner hanging service. Bungee cords are provided by MT Unions for the purpose of hanging banners. Banners that do not meet this criterion will not be hung. Please note: The banner hanging service provided by Facilities Services is weather dependent, so the banner may or may not be hung by the first day of the reservation. Banners must be no bigger than twelve (12) feet in width for the main column and six (6) feet for the side columns.
 - f. Banners hung at the KUC must be retrieved from the KUC Information Desk no later than five (5) business days following the removal date. MT Unions is NOT responsible for banners left after five (5) days, and is not responsible for the loss or damage to any banner.
 - g. Banner space is available on a first come, first serve basis.
2. Greek Row: Subject to approval by the appropriate MTSU office, residents of the houses located on MTSU's Greek Row may hang appropriate exterior banners, posters, and signs (collectively "banners") that promote student organization or campus events. The dimensions of banners on the exterior of Greek Row houses may not exceed eight (8) feet by six (6) feet. Houses that are leased from MTSU by Greek organizations must obtain approval from the Office of Fraternity and Sorority Life prior to hanging the banner. Houses that are occupied by individuals pursuant to a Housing License Agreement with the Office of Housing and Residential Life must obtain approval from this office prior to hanging the banner.

In evaluating a request for approval, the appropriate office shall confirm that the sign promotes student organization or campus events and that it is of a quality that does not detract from the appearance of Greek Row. In addition, the appropriate office can also determine if safety concerns require that Facilities Services hang and remove the sign. All charges for the hanging and removal of the sign shall be paid in advance by the applicant.

F. Speakers

Faculty and/or Affiliated Entities are authorized to extend invitations to uncompensated, unaffiliated guest speakers for regular class sessions and/or meetings, without prior application as set forth in this policy as long as the following conditions are met:

1. Attendance at the class session or meeting will be limited to members of the class or Affiliated Entity; and
2. No fee or compensation from state funds will be paid to the speaker.

G. Camping

Except in the circumstances provided below, all individuals or groups engaging in activities covered under this policy are prohibited from constructing or erecting any permanent or semi-permanent structure(s) on MTSU property and from erecting, maintaining, or occupying any temporary sleeping equipment, including, but not limited to, tents, sleeping bags, hammocks, and other non-permanent structures, sleeping quarters, or apparatus.

The above prohibitions shall not apply in the following circumstances:

1. Erecting, maintaining, and occupying temporary sleeping equipment between the hours of 7:00 a.m. and 11:00 p.m.;
2. Maintaining or occupying a motor vehicle or trailer equipped with living space and amenities found in a home, such as a recreational vehicle, camper van, motor home, or the like, provided that: (1) the vehicle or trailer is licensed for use and operation, and a license plate demonstrating this fact is affixed to the vehicle; (2) the use of the vehicle or trailer has been approved in advance by either the Blue Raider Athletic Association, Tennessee Livestock Center, or the Tennessee Miller Coliseum (collectively the "approving entity") in a manner consistent with the existing policies of the approving entity and all required fees have been paid; and (3) the vehicle or trailer is parked in a space for such vehicles or trailers as designated by the approving entity;
3. Maintaining or occupying motor vehicles or trailers equipped with office space or living space and amenities found in a home, such as a recreational vehicle, camper van, motor home, or the like, on MTSU property that has been leased by MTSU to another entity or on property assigned to, and under the control of, a contractor of MTSU. Activities under this paragraph must specifically be permitted by contract and/or lease and be conducted in accordance with the terms of the contract or lease;

4. Participants in events being held in unsecured or open buildings or structures, including specifically the animal barns at the Tennessee Livestock Center and the Tennessee Miller Coliseum, may erect, maintain, or occupy overnight sleeping equipment to stay overnight with belongings, including livestock, for purposes of protecting or securing said belongings. Participants shall notify the organizer of the event of their intent to remain on the premises overnight.

X. Notice of Policy

The MTSU Event Coordination Department and all Responsible Offices set forth in this policy shall maintain a copy of this policy for inspection by groups, organizations, and individuals interested in the use of campus property and/or facilities and shall provide a copy of such policy upon request.

Forms:

[Properties/Facilities Available for Use](#)

[User Fees](#)

[Sidewalks and Right of Ways](#)

Revisions: none.

References: Policy 101 Minors Participating in University-Sponsored Programs or Programs Using University Facilities; 170 Charitable Solicitations; 540 Student Disciplinary Rules; 560 Student Organizations; 600 Approval of Agreements-Delegation of Authority; 623 Lease Standards; 661 Purchasing of Meals and Refreshments for Both on and Off-Campus; 662 Food Service Self Catered or Off-Campus Vendor; 775 Traffic and Parking; T.C.A. § 8-50-1001.



775 Traffic and Parking

Approved by Board of Trustees

Effective Date:

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 Middle Tennessee State University (MTSU or University) campus, 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. General Information

- A. The University reserves the right to regulate the use of all vehicles, including motorcycles, motor scooters, mopeds, golf carts, and bicycles/bikes, on the campus and to forbid the use of a vehicle by any person whose conduct indicates that he/she is not complying with University policies, City of Murfreesboro ordinances, and/or state laws pertaining to motor vehicles.
- B. The registrant of a permit is held responsible for the safe and lawful operation of the vehicle, the parking of the vehicle, and all traffic/parking citations issued against the vehicle, regardless of who is operating the vehicle at the time of the incident. A violation notice is not excused on the plea that another person was driving the vehicle or using another's parking permit.
- C. Parking on the MTSU campus is permitted only in those areas designated for parking. Parking in all other areas is prohibited.
- D. The University regards the possession and use of a vehicle on the campus as a privilege which may be revoked for justifiable reason. These reasons may include, but are not limited to, any of the following:

1. Operating a vehicle while under the influence of alcohol/drugs.
 2. 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 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. Failure to obey an officer directing traffic.
- E. Unless noted otherwise, all aspects of the traffic and parking policy are enforced 24 hours a day, 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/registant's expense.

III. Registration of Motor Vehicles

- A. All vehicles operated on the campus of MTSU must be registered with the Parking and Transportation Services Office. Any vehicle parked on campus must have a current valid parking permit displayed in the vehicle.
- B. 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 permit per person with the exception of Womack Lane Apartments residents (who will be allowed two 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.

- C. The registrant of a permit will be responsible for parking violations received by any vehicle bearing his/her parking permit. Permits may only be used by the permit holder registered with Parking and Transportation Services. 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.
- D. 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 fine after permit expiration will result in towing of vehicle.
- G. Permit colors. The area authorized for parking is denoted by the color of the permit.
 - 1. White - Available to Faculty/Administrators/Staff (including resident directors and graduate assistants). 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. Green - Available to commuter students.
 - 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.
- H. 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.
- I. 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 will result in the individual having to pay the full registration fee.
- 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.
- K. Disabled Parking Permits-Any person, whether student or employee, may apply for disabled parking privileges.
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 temporary permits must park in white or green spaces only. The blue disabled parking spaces are reserved for those holding permanent disabled parking permits. 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.
- L. 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.
- M. The acceptance by any person of a parking permit, whether temporary or permanent, shall constitute the acceptance of the policies, ordinances, and/or laws governing the safe and responsible operation and parking of a vehicle on the campus.
- N. 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 and clearly readable. In those cases where compliance with the above is not feasible, the permit must be clearly visible through the front windshield when viewed from outside or the 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-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.

- O. 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. Failure to comply may result in the vehicle being issued a "No Campus Permit" citation, and the fine will not be waived.
- P. It is considered fraudulent for a registered permit holder to give his/her permit to another person for use on the campus. Permits are transferable from vehicle to vehicle provided that the vehicles are registered under the same account. Permits are not transferable from person to person. When a permit is reported as lost or stolen, but is found in another vehicle on campus, an inquiry will be made into the permit. In the event it is found that an individual reported a permit lost or stolen, but in fact gave the permit to another individual for use, both parties will be cited with a fine for their actions.

IV. 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. MTSU 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 should be registered 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
1. 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.
 2. 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.
 3. Every person operating a bicycle should obey regulatory signs and rules for MTSU and this policy.
 4. Bicycles shall not be operated in parking garages or in any areas where bicycles are restricted by policy or signs.
 5. 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.
- E. 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.

- F. 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:
1. Racks are not to be utilized as long term bicycle storage.
 2. Bicycle related gear (or other items) should not be left at the bicycle racks.
 3. Bicycles shall be parked in accordance with federal, state, and local fire and safety regulations.
- H. Bicycles shall not be parked or stored:
1. In any public access, ingress, or egress area inside any University building (e.g. 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 541 Housing and Residential Life Rules](#).
 2. Against or fastened to any tree, plant, bush, or foliage;
 3. Against or fastened to any water, steam or gas pipe, fitting, electrical fixture, fence, sign post, railing, public seating fixture, or emergency safety device;
 4. 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;
 5. In any other area not designated for bicycle parking or where parking is specifically prohibited by this policy or by signs.
- I. Impounding may be necessary in an effort to have bicycle parking available for those using their bicycles and to address improperly parked bicycles:
1. Bicycles that are inappropriately parked, in a state of disrepair or which appear to be abandoned are subject to impoundment. Bicycles subject to impoundment will be booted and/or tagged before impounding, giving the bicycle owner time to remedy the situation before impoundment.
 - a. 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.

- b. Signs of abandonment include, but are not limited to, appearance of non-use, spider webs, missing parts, etc.
 2. 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.
 3. In cases that result in the removal of the chain/lock, the owner will absorb the cost of replacement.
 4. 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.
- J. 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 (e.g., 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 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.*

V. 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:
 1. Students and employees with disabilities - reserved 24 hours a day
 2. Health Services - reserved 24 hours a day
 3. Library staff - reserved 24 hours a day
 4. Housing staff - reserved 24 hours a day
 5. Maintenance spaces - reserved 24 hours a day
 6. Speech Clinic spaces - reserved Monday through Thursday from 8:00 a.m. to 4:00 p.m.
 7. CDC Parent spaces in Fairview parking lot - reserved Monday through Thursday from 8:00 a.m. to 4:00 p.m.
 8. President, Vice-Presidents, University Deans – reserved 24 hours per day
- 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. Parking is allowed only in clearly designated parking spaces. Vehicles that are parked or waiting in a fire lane will be towed. 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. 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.
- H. After 6:30 p.m. 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 24 hours a day, seven 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 30 minutes is required while parked in these spaces.
- J. Vehicles are not permitted to park in campus directory drives. This is enforced 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 24 hours a day.
- L. 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.
- M. 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.

- N. Advertising vehicles "For Sale" in University parking lots is prohibited. Any vehicle identified for such wrongful display for a period of 48 hours or more will be identified as a disabled vehicle and may result in traffic citations and/or towing.
- O. Garage parking is restricted to currently enrolled student displaying a current student parking permit.

VI. Operation of Motor Vehicles

- A. All state laws, City of Murfreesboro ordinances, and University policies pertaining to motor vehicles are applicable 24 hours a day, unless otherwise noted.
- B. Speed limits are posted throughout the campus. All speed limits are radar enforced.
- C. Passing on campus is prohibited.
- D. 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. Motorists are to yield the right-of-way to all pedestrians in a cross walk.
- F. 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 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. 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. 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.
- J. Any person who drives in willful and wanton disregard for the safety of persons or property is guilty of reckless driving.
- K. The driver of any vehicle shall obey the instructions of any official traffic-control device unless otherwise directed by a traffic or police officer.
- L. U-turns are prohibited on the campus.

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

VII. Towing/Booting of Vehicles

- A. Vehicles will be towed/booted if the vehicle is 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 owner/registrant 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 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.
- C. If a boot is removed by the owner/registrant of the vehicle and damaged, the owner/registrant will be responsible for the cost of the boot as well as the ticket fine and boot removal fee. The owner/registrant of the vehicle will be prosecuted if a boot is improperly removed and damaged.

VIII. Visitors

- 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. All visitors are requested to use parking meters or obtain a visitors parking permit at either the Parking and Transportation Services Office at 1403 East Main Street, or its website. -Visitor parking permits will 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, or green 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.
- D. Requests for special guest parking 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) days in advance. This time is needed to coordinate because of the numerous parking requests received.

IX. Resident Parking

- A. All on-campus residents are required to obtain a parking permit according to their residential area. A maximum of two 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 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 White, Red, or Green permit parking area.

X. Judicial Procedures

- A. Any student, other than one holding a faculty/administrative/staff permit, who receives a parking/traffic citation may appeal the citation within fifteen (15) days of issuance by going to the [SGA web site](#). Specific hearing procedures are at the website.
- B. Any employee or student holding a faculty/administrative/staff permit who receives a citation may appeal the citation within fifteen (15) days of issuance by filing an appeal form or by going to the [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 student or employee who has his/her vehicle towed may appeal such action to the appropriate judicial body. This can be done only after the vehicle has been secured from impoundment and within seven (7) days of the towing date. Specific hearing procedures are described at the website.
- D. The payment of citations will in no way restrict the Office of Judicial Affairs 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.
- B. A copy of the accident report will be furnished to all involved parties at \$1.00 per page. The copy may be secured at the University Police, Monday through Friday, 8:00 a.m. - 4:00 p.m.

XII. Violations and Penalties

- A. Fines will be assessed for violations found at www.mtsu.edu/parking/sec10.php.
- 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. Citations may be given every four (4) hours. 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. Overtime parking citations (meters) will be given every hour.
- E. 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.
- F. Any student with unpaid parking fines will not receive grades or transcripts or be able to register for the next semester until the fines are paid.

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: none.

References: T.C.A. § 55-8-101, § 55-8-172, § 66-29-103, Policy 541 Housing and Residential Life Rules.

MIDDLE TENNESSEE STATE UNIVERSITY
NOTICE OF PART-TIME EMPLOYMENT AND AGREEMENT
FOR PRESIDENT EMERITUS

TO: Dr. Sam Ingram
2435 Tomahawk
Murfreesboro, TN 37129-6201

This is to confirm your part-time appointment to a position approved by the Board of Trustees as President Emeritus of Middle Tennessee State University for a period beginning July 1, 2017 at a monthly salary of \$1,496.42 subject to the terms and conditions hereinafter set forth and our acceptance thereof:

1. This appointment is made subject to the laws of the State of Tennessee, and the requirements and policies of Middle Tennessee State University.
2. The term of this agreement is July 1, 2017 to June 30, 2018. It may be renewed on an annual basis following review of the emeritus work performed and approval by the Middle Tennessee State University Board of Trustees.
3. The above stated salary is contingent upon your successful completion of service for the full term of this agreement. The salary will accrue and will be payable monthly. In the event of failure to complete the specific terms of the appointment, salary will be prorated in accordance with the policies of the institution/area school.
4. This appointment and the above-stated salary are in consideration of your faithful performance to the best of your ability of the duties and responsibilities assigned to you as a part-time employee of this institution. These duties include:
 - ❖ Legislative relations, state and local
 - ❖ Relations with community colleges
 - ❖ Work with alumni
 - ❖ Foundation Board Member
 - ❖ Assist President and staff with campus development, Foundation activity and fundraising.
 - ❖ Provide support in inter-institutional, governmental, legislative, and community relations.
 - ❖ Assist as needed with the completion of selected capital projects.
 - ❖ As requested, represent the President and the university at selected functions and professional meetings.
 - ❖ Recruit students and provide advice to prospective students and their parents.

President Emeritus Report 2016-2017

During this fiscal year, I performed the following functions (attached) for
Middle Tennessee State University.

(Please type your report and attach it to this work sheet)

I spent at least 89.8 hours performing the work but less than 120 days.

Sam H. Ingram
President Emeritus

5-12-17
Date

I have reviewed the work of Dr. Sam Ingram for 2016-2017 and am satisfied that it was well performed.

President

Date

Chairman of the Board

Date

TO: President Sidney A. McPhee

FROM: Sam H. Ingram

DATE: May 10, 2017

SUBJECT: President Emeritus Report - 2017

This year, as I have attended the many events and meetings required by my work at MTSU, I noticed the tremendous progress that has been made in all areas. I do not recall talking with a single person on campus who did not feel a personal responsibility for assisting our students in achieving their goals. This level of commitment can only result from many years of dedication.

Each semester in my session with the President, we frequently discussed articulation problems between community colleges and MTSU. Most of those resulted from a minimal interest in assisting students with their concerns. Good higher education institutions have staff who are interested in their students. Great higher education institutions are also working on acquiring additional resources to provide more assistance to their students.

Every year, hundreds of people throughout the state talk with me about higher education and MTSU. I am hopeful that my discussions with them and the work I do at this university will provide a minor contribution both to MTSU and President Sidney McPhee.



Middle Tennessee State University
President Emeritus Comparisons
May 2017

<u>Institution</u>	<u>Annual Amount</u>
Austin Peay State University	\$ 40,406.16
East Tennessee State University	55,208.04
Middle Tennessee State University	17,957.04
Tennessee Technological University	28,539.96
Tennessee Technological University	49,378.08
University of Memphis	67,921.92
University of Tennessee	69,792.00

May 2, 2017

To: Joey Jacobs, Chair
Middle Tennessee State University Board of Trustees Finance and Personnel Committee

Ms. Brenda Burkhart currently serves as the Director of Audit and Consulting Services and was just affirmed as the Chief Audit Executive for the University at the April 10, 2017 Board of Trustees meeting.

Ms. Brenda Burkhart has served as the Director of Audit and Consulting Service at Middle Tennessee State University (MTSU) since July 1987. She began employment at MTSU as the Internal Auditor in December 1986. Prior to that she was employed with the Comptroller of the Treasury, Division of State Audit for nearly 5 years.

While employed at the University, Ms. Burkhart has been involved with audits of numerous areas and departments on campus, as well as a key part of setting up many of the internal controls in place today. She is well respected by the campus community and departments welcome her assistance and knowledge when it comes to implementing new systems and controls. She has built an office and staff that campus departments have come to rely on when they see or experience problems. Departments do not fear calling Audit and Consulting Services as they know Ms. Burkhart and her staff will assist with any issues at hand. These proactive engagements across the University campus are also reflected in the University's external audit record during this time.

Ms. Burkhart's current salary is \$83,049. Her position is a pay grade 10 in our current pay plan, which has a minimum salary range of \$68,377 and a maximum of \$106,440. I am recommending a salary increase of \$17,000 for Ms. Burkhart effective July 1, 2017. Currently, she is one of the lowest paid of all Internal Auditors of the six public universities, as well as the University of Tennessee. With Ms. Burkhart's extensive audit experience, low salary as compared to other institutions, and the additional responsibilities to be undertaken with working with the Audit Committee of the Board, the proposed salary of \$100,049 appears to appropriately compensate Ms. Burkhart for the job she is performing for the University.

I respectfully request the approval of this recommendation by the Finance and Personnel Committee and the Board of Trustees.

Sincerely,



Sidney A. McPhee
President

Middle Tennessee State University
Chief Audit Executives Salary Comparisons
May 2017

<u>Institution</u>	<u>Annual Salary</u>	<u>Fall 2016 Headcount</u>	<u>July 2017 Budget</u>
Austin Peay State University	\$ 89,760	10,023	\$ 135,528,600
East Tennessee State University	84,742	13,419	227,935,900
Middle Tennessee State University	83,050	22,050	313,612,200
Tennessee State University	90,000	8,754	153,539,100
Tennessee Technological University	95,000	10,520	156,095,000
University of Memphis	103,837	21,301	369,209,900

Compensation Pay Plan Middle Tennessee State University

Faculty Market Study

In 2016, MTSU established a new list of 50 peer institutions for market salary purposes (See Appendix I). The original market study collected market data by discipline and rank from CUPA-HR using a peer grouping of approximately 37 institutions that are similar in scope and mission to MTSU. 22 of the original 37 peers are still included in the new peer list. The 28 additional peers were chosen based on participation in the CUPA 2014-15 Salary Study to add data stability. Carnegie Classification of Doctoral/Research Universities or Research Universities, Public Doctoral Granting Institutions, enrollment data and program mix were also used to select the new peers. 6 Master's Large Institutions were added for representation of Agribusiness/Agriscience and Aerospace Programs. AACSB data will be used for business disciplines not represented by CUPA data. Data is purchased from CUPA-HR and AACSB every three years. The data currently utilized is FY 14-15 data. The total number of peer institutions may fluctuate with any update period due to the voluntary nature of the data collection process.

The market salary study includes tenure-track and tenured faculty only. Faculty on temporary contracts are excluded.

Market data is updated every three years. Midpoint of the range represents the average (mean) salary provided by the CUPA-HR/AACSB salary study. A salary range (minimum to maximum) is established around the average salary by discipline by rank. The salary mean for each discipline and rank is established as midpoint of a salary range configured as follows:

Professor	65%
Associate	60%
Assistant	55%
Instructor	50%

Within the pay range for the rank for each discipline, equal weights are assigned to three variables important to salary differentiation (total years experience, total years in rank and highest degree). Application of the three factors multiplied by the weight factors developed by William M. Mercer, Inc. in 1993 calculates a range penetration factor. Each faculty member's equitable projected range penetration is calculated as the weighted average of relative standing on each variable, i.e., the range penetration factor is multiplied by the salary range to determine a predicted market salary for each faculty member. Predicted salary is capped at the midpoint of the range. Full professors with greater than 10 years at the full professor rank may progress beyond the midpoint.

Salary adjustments are calculated as the positive difference, if any, between current salary and projected market value. Implementation is planned incrementally over a three-year period to adjust the faculty member's current salary by one-third of the gap between predicted market salary and current year salary. Thus, the employee's salary would reach the CUPA-HR/AACSB average salary for a specific rank and discipline at the third year of implementation of market adjustments.

Faculty Promotion Awards

The award for promotion in rank is as follows:

Professor - \$7,500
Associate Professor - \$6,000
Assistant Professor - \$4,500

These increases are subject to the availability of funding in each fiscal year.

Faculty Salary Adjustments for Terminal Degree Completion

A \$2,000 base salary adjustment is provided to tenure and tenure-track faculty upon the completion of a terminal degree.

Executive Market Study

MTSU uses the same 50 peer institutions as noted above for all benchmarked executive positions from CUPA-HR. Market data is updated every three years. Midpoint of the range represents the average (mean) salary provided by the CUPA-HR salary study. A salary range (minimum to maximum) is established by using a formula established in the 1993 Mercer Study. The minimum is calculated by dividing the midpoint by 1.30. The maximum of the range is determined by multiplying the new minimum by 1.60. Subtracting the minimum from the maximum of the pay grade and dividing by 30 determines the range penetration factor. The formula assumes it takes an individual 30 years to reach the maximum of the range.

Each executive is given credit for total years of experience at MTSU and previous Administrative/Professional Experience. Taking the minimum of the salary pay grade and adding the range penetration factor for each year of experience calculates the predicted salary. Predicted salary is capped at midpoint of salary pay grade.

Salary adjustments are calculated as the positive difference, if any, between current salary and predicted salary. Implementation is planned incrementally over a three-year period to adjust the executive's current salary by one-third of the gap between predicted salary and current year salary. Thus, the employee's salary would reach the CUPA-HR average salary at the third year of implementation of market adjustments.

Administrative Market Study

In 2012, MTSU implemented the administrative pay plan developed by Mercer, Inc. which collected market data on 120 administrative positions. These positions were priced locally at the lower levels, locally and regionally at the professional levels and from a more broad regional area at management levels. Director levels and above are priced exclusively with higher education data targeted to MTSU's size (based on operating budget) as well as using a cut of a selected peer group of organizations similar in size and scope to MTSU. This cut included the 37 institutions initially used by the Faculty/Executive group and an additional 27 institutions which were chosen based on Carnegie classification and budget size. In 2016, MTSU changed the administrative pay plan to use the 50 peer institutions selected for faculty as noted above instead of the 64 institutions previously used by Mercer Inc. Data below the director level is obtained from higher education (CUPA) for jobs specific to higher education and from a

combination of higher education and general industry for those jobs recruited from other industries (finance, IT, human resources, etc.)

The formula assumes it takes an individual 30 years to reach the maximum of the range. As funding permits, the university will propose increases to employees based on years at MTSU up to the midpoint of the salary range.

~~For new hires, a control point of 90% below the midpoint will be established as the hiring range.~~ Salary recommendations for new hires will be based on relevant experience for the position vacancy and applied up to the ~~90% control factor~~ midpoint. Exceptions can be approved by the Vice President up to the midpoint of the salary range. Exceptions over the midpoint of the salary range require the approval of the President.

Administrative/Executive Promotions, Demotions and Reclassifications

Salary recommendations for internal promotions will be based on the number of relevant years of experience for the position and the individual will be placed in the new range up to ~~90% of~~ the midpoint. Exceptions can be approved by the Vice President up to the midpoint of the salary range. Exceptions over the midpoint of the salary range require the approval of the President.

Reclassifications for positions to a higher pay grade will receive the greater of the minimum of the new pay range or 3% of their current salary. If the employee's current salary is past the maximum of the new pay grade no increase in pay will be given. Exceptions can be approved by the Vice President up to the midpoint of the salary range. Exceptions over the midpoint of the salary range require the approval of the President.

Demotions may occur when an employee moves from a job at a higher pay grade to a job with a lower pay grade. In the case of a demotion, the manager, along with Human Resources, should consider whether or not a salary reduction is appropriate. The Vice President of the area will review and approve the recommendation.

Administrative Salary Adjustments for Terminal Degree Completion

No salary adjustments are provided to administrative employees for the completion of college degrees.

Classified Study

In January 2012 MTSU implemented the new salary ranges and structure for the Classified Staff based on data provided by Mercer.

Mercer collected market data on 43 classified positions, of those positions only 14 of them are core titles used in TBR's classified structure. The salary data for these 14 positions was used to calculate the salary ranges. The market data is reflective of Nashville/Tennessee data for the classified jobs since they are recruited from the local area. The plan targets 100% of the current market. The formula assumes it takes an individual 30 years to reach the maximum of the range.

As funding permits, employees will be placed in the range based on the total years at MTSU as the experience factor. Individuals that receive their CAP Certification after coming to MTSU will receive the 9% increase in pay. This 9% increase in pay will be considered a part of the employee's base pay when salary calculations are made regarding future market adjustments.

~~For new hires, a control point of 90% below the midpoint of the hiring range will be established.~~ Salary recommendations for new hires will be based on relevant experience for the position vacancy and applied up to the ~~90% control factor~~ midpoint. Exceptions can be approved by the Vice President up to the midpoint of the salary range. Exceptions over the midpoint of the salary range require the approval of the President.

Classified Promotions, Demotions and Reclassifications

Salary recommendations for internal promotions will be based on the number of relevant years of experience for the position and the individual will be placed in the new range up to ~~90% of~~ the midpoint. Exceptions can be approved by the Vice President up to the midpoint of the salary range. Exceptions over the midpoint of the salary range require the approval of the President.

Reclassifications for positions to a higher pay grade will receive the greater of the minimum of the new pay range or 3% of their current salary. If the employee's current salary is past the maximum of the new pay grade no increase in pay will be given.

Demotions may occur when an employee moves from a job at a higher pay grade to a job with a lower pay grade. In the case of a demotion, the manager, along with Human Resources, should consider whether or not a salary reduction is appropriate. The Vice President of the area will review and approve the recommendation.

Classified Salary Adjustments for Terminal Degree Completion

No salary adjustments are provided to classified employees for the completion of college degrees.

Equity Adjustments – All Employee Groups

The Mercer study also included a statement that “the University might elect to address a limited number of special cases where identifiable, documentable and pronounced inequities continue to exist, including, but not limited to, those inequities produced by compressed or even inverted pricing in markets or submarkets. Such adjustments might also be appropriate where faculty salary concerns have been specifically indicated by accrediting agencies in the particular disciplines.”

This category is included to provide a mechanism for redress in the rare instance that an employee believes s/he is paid unfairly when compared with MTSU employees in similar positions with similar responsibilities, assuming comparable qualifications and satisfactory performance.

Requests for equity adjustments may be made at any time during the year. However, these requests, both amount and implementation date, are subject to President approval unless the employee reports directly to the President. If the employee reports directly to the President, the Board of Trustees' approval is required. Implementation of salary adjustments will be handled consistently throughout the University.

Other Adjustments – All Employee Groups

Based on the special cases language in the Mercer study as noted in quotations in the equity adjustments section, this category is included to provide a mechanism for a salary increase when an MTSU employee's job responsibilities have increased but the pay plan does not allow movement to a higher level position. Requests for other adjustments may be made at any time during the year but are subject to the approval of the President approval unless the employee reports directly to the President. If the employee

reports directly to the President, the Board of Trustees' approval is required. Implementation of salary adjustments will be handled consistently throughout the University.

Recommended Peer Institutions for 2015-16 Faculty Salary Study

Count	Institution	State	Carnegie	Fall 2014 Enroll
	Middle Tennessee State University	TN	DRU	23,881
1	Auburn University	AL	RU/H	24,864
2	University of South Alabama	AL	RU/H	15,065
3	Arkansas State University	AR	Master's L	13,144
4	Northern Arizona University	AZ	RU/H	26,606
5	University of Colorado Denver	CO	RU/H	17,815
6	Florida Atlantic University	FL	RU/H	30,759
7	Georgia Southern University	GA	DRU	20,517
8	Illinois State University	IL	DRU	20,272
9	Northern Illinois University	IL	RU/H	21,138
10	Southern Illinois University-Edwardsville	IL	Master's L	13,850
11	Western Illinois University	IL	Master's L	11,707
12	Ball State University	IN	RU/H	20,503
13	Indiana State University	IN	DRU	12,448
14	Western Kentucky University	KY	Master's L	20,448
15	Louisiana Tech University	LA	RU/H	11,014
16	University of Louisiana at Lafayette	LA	RU/H	16,646
17	University of Massachusetts Boston	MA	RU/H	16,277
18	University of Massachusetts Lowell	MA	RU/H	16,932

19	Central Michigan University	MI	DRU	26,841
20	Oakland University	MI	DRU	20,169
21	Western Michigan University	MI	RU/H	24,294
22	Missouri State University	MO	L Master's	23,092
23	University of Central Missouri	MO	L	12,513
24	University of Missouri - Kansas City	MO	RU/H	15,746
25	University of Southern Mississippi	MS	RU/H	15,249
26	East Carolina University	NC	DRU	26,887
27	University of Northern Carolina at Charlotte	NC	DRU	26,571
28	University of North Carolina at Greensboro	NC	RU/H	18,074
29	University of North Dakota Main Campus	ND	RU/H	15,143
30	University of Nebraska at Omaha	NE	DRU	15,227
31	University of Nevada - Las Vegas	NV	RU/H	27,848
32	University of Nevada, Reno	NV	RU/H	18,776
33	Bowling Green State University	OH	RU/H	19,408
34	Cleveland State University	OH	RU/H	17,730
35	Kent State University Main Campus	OH	RU/H	28,968
36	Miami University	OH	RU/H	23,743
37	University of Akron, Main Campus	OH	RU/H	26,000
38	University of Toledo	OH	RU/H	20,782
39	Wright State University Main Campus	OH	RU/H	17,595
40	Portland State University	OR	RU/H	29,452
41	Indiana University of Pennsylvania	PA	DRU	14,369
42	Clemson University	SC	RU/H	21,303
43	Lamar University	TX	DRU	14,452

44	Sam Houston State University	TX	DRU	19,210
45	Texas Woman's University	TX	DRU	15,058
46	University of North Texas	TX	RU/H	33,168
47	University of Texas at Dallas	TX	RU/H	21,193
48	University of Texas at San Antonio	TX	RU/H	28,623
49	George Mason University	VA	RU/H	33,917
50	Old Dominion University	VA	RU/H	24,828

Budget Impact of Removing 90% Midpoint Cap

	2016	2017
Positions Filled (and still employed in 2017)	133	77
Salary Exceptions Beyond HR Recommendation	49	32
% of Exceptions	37%	42%
Salaries at Midpoint	\$ 4,945,118	\$ 2,845,870
Currently Approved Salaries	4,826,544	2,800,016
Budget Impact	\$ 118,574	\$ 45,854

Turnover Rate 2012 - 2016

Year	Number of Employees	Resignations and Terminations	% Turnover Rate
2012	1,166	76	6.5%
2013	1,214	76	6.3%
2014	1,238	86	6.9%
2015	1,226	96	7.8%
2016	1,222	109	8.9%

Salary Pool Allocation Recommendation

In February 2017, Dr. McPhee formed a Compensation Advisory Committee, made up of members of Faculty Senate, Chairs Council, Deans, Administrative and Classified Staff, to make a recommendation on allocating the 3% Salary Pool in the Governor's 2017-18 budget.

The committee met on March 1, 2017 and was given its charge by Dr. McPhee. The committee was asked to explore different avenues for allocating the salary pool of funds. The committee considered the following avenues:

- Market increases for faculty and staff
- 3% Across the Board increases for faculty and staff
- 3% Across the Board or a specified minimum amount for faculty and staff
- Allocate resources available to include an Across the Board Increase for all faculty and staff, and a percentage set aside for merit and equity increases

After much discussion, the committee recommended the University allocate the salary pool as a 3% Across the Board increase with a \$1,000 minimum to all employees.

The President recommends your approval of the following:

- 3% Cost of Living Allowance (COLA) or \$1,000, whichever is greater for regular employees, both full and part-time, on the payroll as of June 30, 2017, effective July 1, 2017.
- Funding will be a combination of state appropriations and institutional funds. The Governor has allocated \$3.0 million in the budget. A 3% salary pool is estimated to be a total of \$4.5 million. The remaining \$1.5 million will come from tuition and fee increases (once approved).
- The COLA will be distributed to all unrestricted and restricted regular full-time and part-time employees and participants in the post-retirement service program.
- Increases will not apply to adjunct faculty, temporary employees, graduate assistants, or student workers.
- Unless specifically excluded by statute or on terminal leave status, all eligible persons employed as of June 30, 2017, shall receive the increase, with the exception of employees with unsatisfactory work performance.

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

- 3% COLA or \$1,000 minimum payment, pro-rated for part-time employees.
- Reclassifications, degree changes, etc. previously approved to be effective prior to or on July 1, 2017, are to be applied before the 3% COLA.
- Faculty promotions are to be applied before the 3% COLA.
- An employee appeal process for those who don't receive the COLA increase due to an unsatisfactory evaluation. This is to allow the employee an opportunity to provide supporting evidence that an administrative error was made in the implementation process.

**Middle Tennessee State University
Ten Year Summary of Salary Increases
2007 - 2017**

	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>Totals</u>
Faculty											
ATB Increases	1,445,983	-	-	-	1,809,864	1,525,000	1,022,691	-	1,365,876	650,356	7,819,770
Equity Increases	1,364,143	-	-	-	1,419,925	400,000	-	-	-	-	3,184,068
Bonuses	580,050	301,320	-	-	824,000	674,300	-	-	-	442,500	2,822,170
Promotions	215,000	254,000	169,500	241,000	284,460	223,125	327,000	307,500	153,000	120,000	2,294,585
Total Faculty	<u>3,605,176</u>	<u>555,320</u>	<u>169,500</u>	<u>241,000</u>	<u>4,338,249</u>	<u>2,822,425</u>	<u>1,349,691</u>	<u>307,500</u>	<u>1,518,876</u>	<u>1,212,856</u>	<u>16,120,593</u>
Executives											
ATB Increases	127,990	-	-	-	237,435	142,717	88,194	-	157,202	76,692	830,230
Equity Increases	92,488	-	-	-	216,039	227,918	-	-	-	-	536,445
Bonuses	53,726	18,800	-	-	71,000	57,800	-	-	-	28,000	229,326
Total Executives	<u>274,204</u>	<u>18,800</u>	<u>-</u>	<u>-</u>	<u>524,474</u>	<u>428,435</u>	<u>88,194</u>	<u>-</u>	<u>157,202</u>	<u>104,692</u>	<u>1,596,001</u>
Administrative											
ATB Increases	752,920	-	-	-	828,518	600,065	429,335	-	675,355	321,389	3,607,582
Equity Increases	503,483	-	-	-	109,188	228,893	-	-	-	-	841,564
Bonuses	316,672	183,600	-	-	501,950	343,220	-	-	-	284,545	1,629,987
Total Administrative	<u>1,573,075</u>	<u>183,600</u>	<u>-</u>	<u>-</u>	<u>1,439,656</u>	<u>1,172,178</u>	<u>429,335</u>	<u>-</u>	<u>675,355</u>	<u>605,934</u>	<u>6,079,133</u>
Classified											
ATB Increases	478,664	-	-	-	488,840	431,560	252,734	-	414,778	246,780	2,313,356
Equity Increases	246,324	-	-	-	126,720	238,189	-	-	-	-	611,233
Bonuses	286,532	182,704	-	-	497,520	389,754	-	-	-	242,760	1,599,270
Total Classified	<u>1,011,520</u>	<u>182,704</u>	<u>-</u>	<u>-</u>	<u>1,113,080</u>	<u>1,059,503</u>	<u>252,734</u>	<u>-</u>	<u>414,778</u>	<u>489,540</u>	<u>4,523,859</u>

Additional Information:

ATB Percentages	3.00%	-	-	-	3.00%	2.50%	1.50%	-	2.00%	1.00%	13.00%
					\$750 min	\$750 min	\$250 min		\$750 min	\$500 min	

Bonus Amounts	1.00%	400.00	-	-	1,000.00	\$100 / year up to \$1,000	-	-	-	500.00	
	\$500 min										

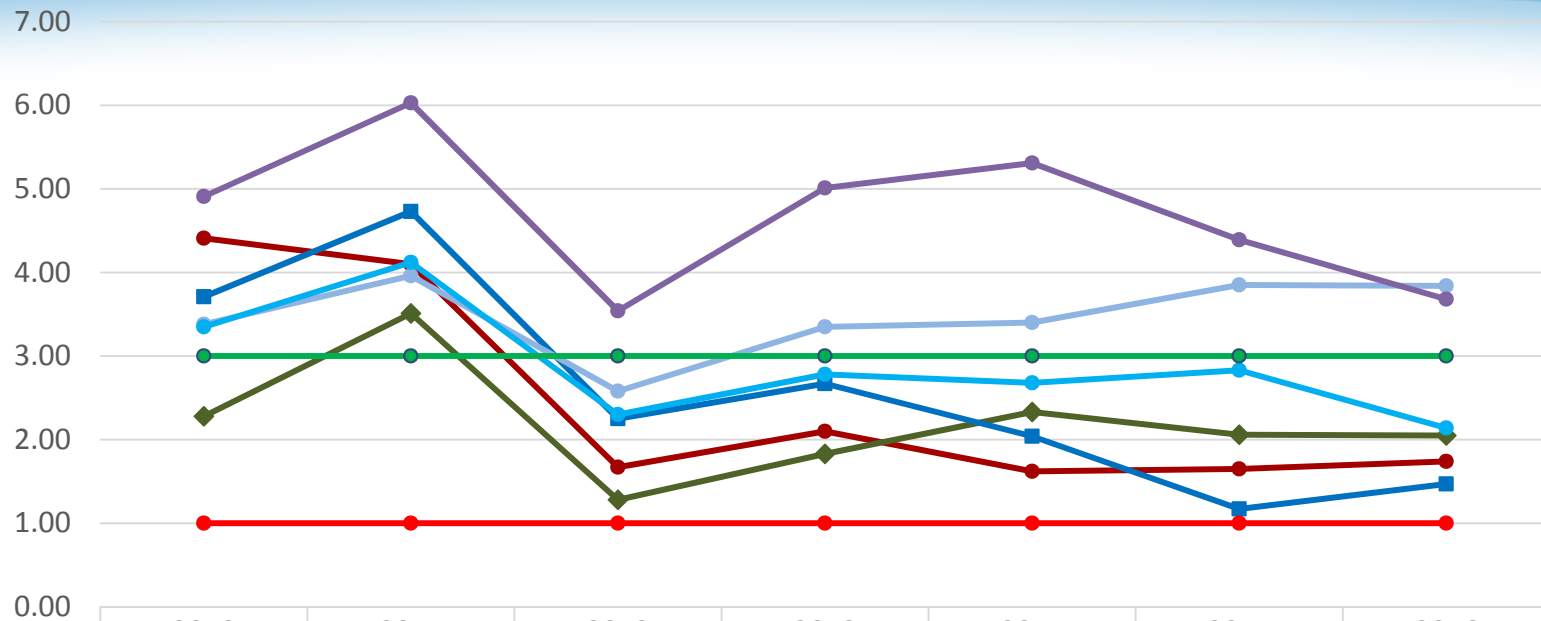
Consumer Price Index	3.70%	1.40%	1.00%	2.00%	2.90%	1.70%	1.60%	0.70%	0.70%	-	15.70%
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Composite Financial Index (CFI)

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

Overall Financial Health?

Composite Financial Index (CFI)



	2010	2011	2012	2013	2014	2015	2016
APSU	4.41	4.10	1.67	2.10	1.62	1.65	1.74
ETSU	2.28	3.51	1.28	1.83	2.33	2.06	2.05
MTSU	3.71	4.73	2.25	2.67	2.04	1.17	1.47
TSU	3.38	3.96	2.58	3.35	3.40	3.85	3.84
TTU	4.91	6.03	3.54	5.01	5.31	4.39	3.68
UOM	3.35	4.12	2.30	2.78	2.68	2.83	2.14
Expected	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Watch Level	1.00	1.00	1.00	1.00	1.00	1.00	1.00

Composite Financial Index

University	2014	2015	2016
APSU	1.62	1.65	1.74
ETSU	2.33	2.06	2.05
MTSU	2.04	1.17	1.47
TSU	3.40	3.85	3.84
TTU	5.31	4.39	3.68
UOM	2.68	2.83	2.14

**MIDDLE TENNESSEE STATE UNIVERSITY
ANALYSIS OF BUDGET CHANGES FOR REVENUE CATEGORIES
ESTIMATED BUDGET 2016-17**

<u>Revenue</u>	<u>2016-17 October Budget</u>	<u>2016-17 Estimated Budget</u>	<u>Difference</u>
Tuition and Fees	\$ 189,272,100	\$ 186,768,300	\$ (2,503,800)
State Appropriations	90,302,300	90,302,300	-
Federal Grants and Contracts	950,000	950,000	-
Local Grants and Contracts	60,000	60,000	-
State Grants & Contracts	55,000	55,000	-
Private Grants & Contracts	467,000	467,000	-
Private Gifts	-	2,800	2,800
Sales & Services of Educ Activities	630,600	630,000	(600)
Sales & Services of Other Activities	16,499,400	16,610,300	110,900
Other Sources	<u>272,700</u>	<u>272,900</u>	<u>200</u>
Total Revenue	<u>\$ 298,509,100</u>	<u>\$ 296,118,600</u>	<u>\$ (2,390,500)</u>

Reflects 2.6% reduction in enrollment

MIDDLE TENNESSEE STATE UNIVERSITY
UNRESTRICTED EDUCATION AND GENERAL EXPENDITURES BY FUNCTIONAL CATEGORY
ESTIMATED BUDGET 2016-17

	October Budget 2016-17	Estimated Budget 2016-17	Difference
	<u> </u>	<u> </u>	<u> </u>
Instruction	\$ 148,026,200	\$ 145,304,200	\$ (2,722,000)
Research	8,224,100	8,420,700	196,600
Public Service	4,652,500	4,675,300	22,800
Academic Support	31,252,000	31,188,400	(63,600)
Student Services	44,224,100	45,123,200	899,100
Institutional Support	25,411,800	25,718,000	306,200
Operation and Maintenance	28,638,700	28,396,500	(242,200)
Scholarships and Fellowships	15,094,400	15,094,400	-
Transfers	<u>11,466,700</u>	<u>10,679,000</u>	<u>(787,700)</u>
Total	<u>\$ 316,990,500</u>	<u>\$ 314,599,700</u>	<u>\$ (2,390,800)</u>

Reflects 2.6% reduction in enrollment

**MIDDLE TENNESSEE STATE UNIVERSITY
UNRESTRICTED EDUCATION AND GENERAL EXPENDITURES BY NATURAL CATEGORY
ESTIMATED BUDGET 2016-17**

	October Budget 2016-17	Estimated Budget 2016-17	Difference
Professional Salaries	\$ 133,588,100	\$ 133,313,700	\$ (274,400)
Other Salaries	20,694,700	21,069,900	375,200
Employee Benefits	54,464,800	53,214,900	(1,249,900)
Travel	5,133,200	5,180,100	46,900
Operating Expense	84,961,700	84,526,000	(435,700)
Capital Outlay	6,681,300	6,616,100	(65,200)
Transfers	11,466,700	10,679,000	(787,700)
Total	<u>\$ 316,990,500</u>	<u>\$ 314,599,700</u>	<u>\$ (2,390,800)</u>

Reflects 2.6% reduction in enrollment

MIDDLE TENNESSEE STATE UNIVERSITY
ANALYSIS OF BUDGET CHANGES FOR REVENUE CATEGORIES
JULY BUDGET 2017-18

	2016-17	2017-18	Difference
	<u>Estimated Budget</u>	<u>July Budget</u>	<u>Difference</u>
Tuition and Fees	\$ 186,768,300	\$ 191,644,700	\$ 4,876,400
State Appropriations	90,302,300	94,860,600	4,558,300
Federal Grants and Contracts	950,000	950,000	-
Local Grants and Contracts	60,000	60,000	-
State Grants & Contracts	55,000	55,000	-
Private Grants & Contracts	467,000	467,000	-
Private Gifts	2,800	-	(2,800)
Sales & Services of Educ Activities	630,000	633,100	3,100
Sales & Services of Other Activities	16,610,300	16,535,400	(74,900)
Other Sources	<u>272,900</u>	<u>272,700</u>	<u>(200)</u>
	<u>\$ 296,118,600</u>	<u>\$ 305,478,500</u>	<u>\$ 9,359,900</u>

The following items are reflected above:

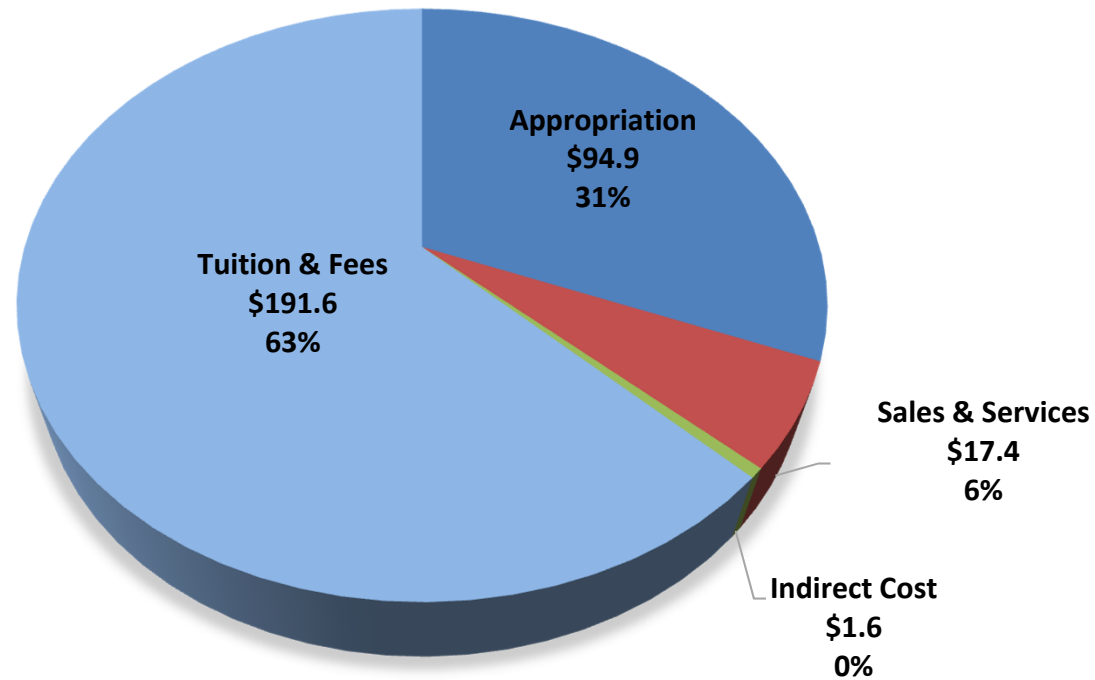
2.5% Tuition Increase

Appropriation Increases for 3% Salary Pool, Health Insurance, and Formula Funding

Mandatory Fee Increases

Education & General Revenue July 2017-18

(millions)



Total E&G Budget \$305.5

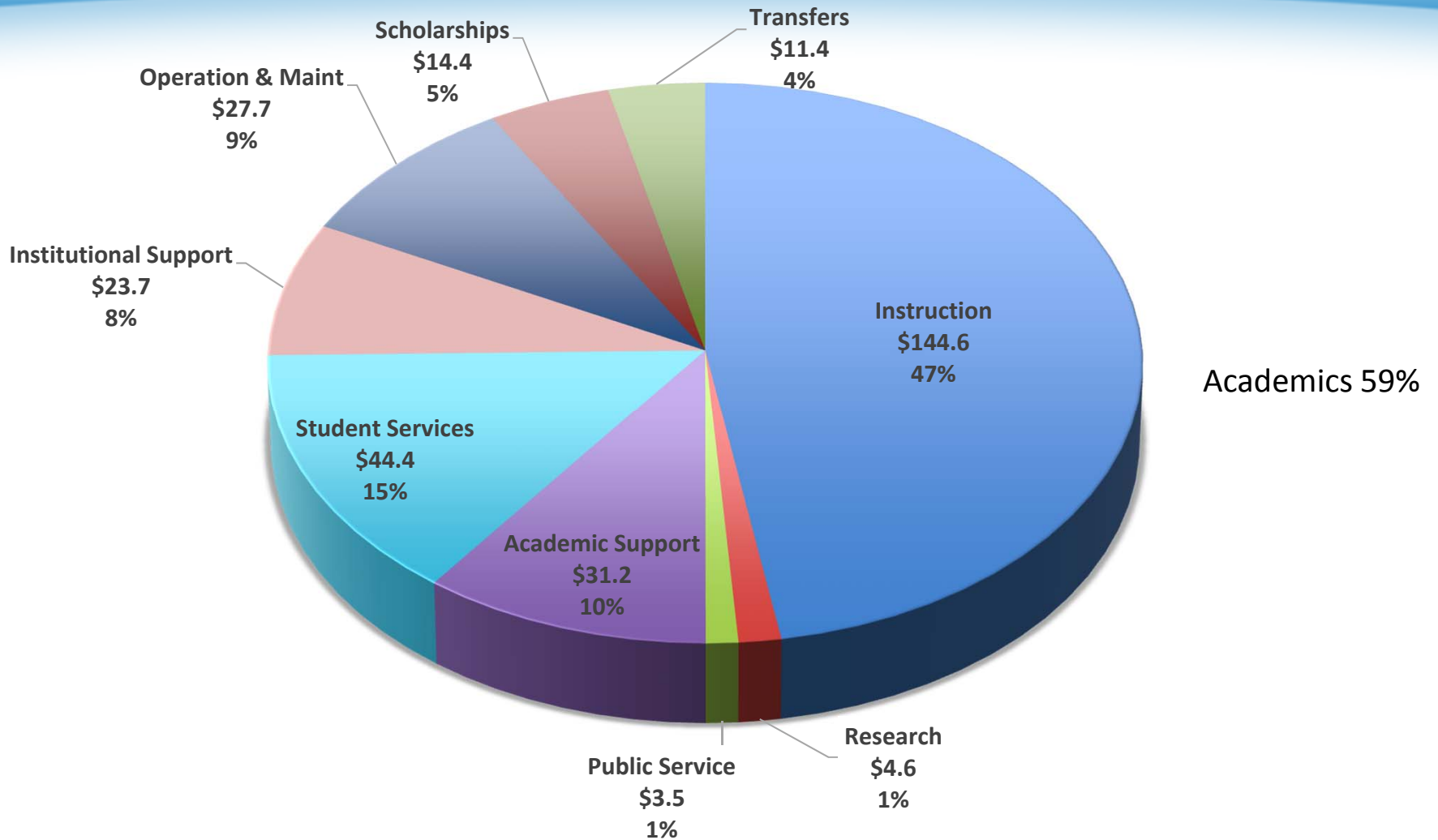
MIDDLE TENNESSEE STATE UNIVERSITY
UNRESTRICTED EDUCATION AND GENERAL EXPENDITURES BY FUNCTIONAL CATEGORY
JULY BUDGET 2017-18

Function	Estimated Budget 2016-17	July Budget 2017-18	Difference
Instruction	\$ 145,304,200	\$ 144,586,800	\$ (717,400)
Research	8,420,700	4,641,200	(3,779,500)
Public Service	4,675,300	3,523,700	(1,151,600)
Academic Support	31,188,400	31,171,900	(16,500)
Student Services	45,123,200	44,447,000	(676,200)
Institutional Support	25,718,000	23,736,600	(1,981,400)
Operation and Maintenance	28,396,500	27,687,600	(708,900)
Scholarships and Fellowships	15,094,400	14,400,700	(693,700)
Transfers	<u>10,679,000</u>	<u>11,283,000</u>	<u>604,000</u>
Total	<u>\$ 314,599,700</u>	<u>\$ 305,478,500</u>	<u>\$ (9,121,200)</u>

The following items are reflected above:

- 3% Salary Pool Funding
- Health Insurance Funding
- Mandatory Fee Increases
- July Budget Figures are Base Budget

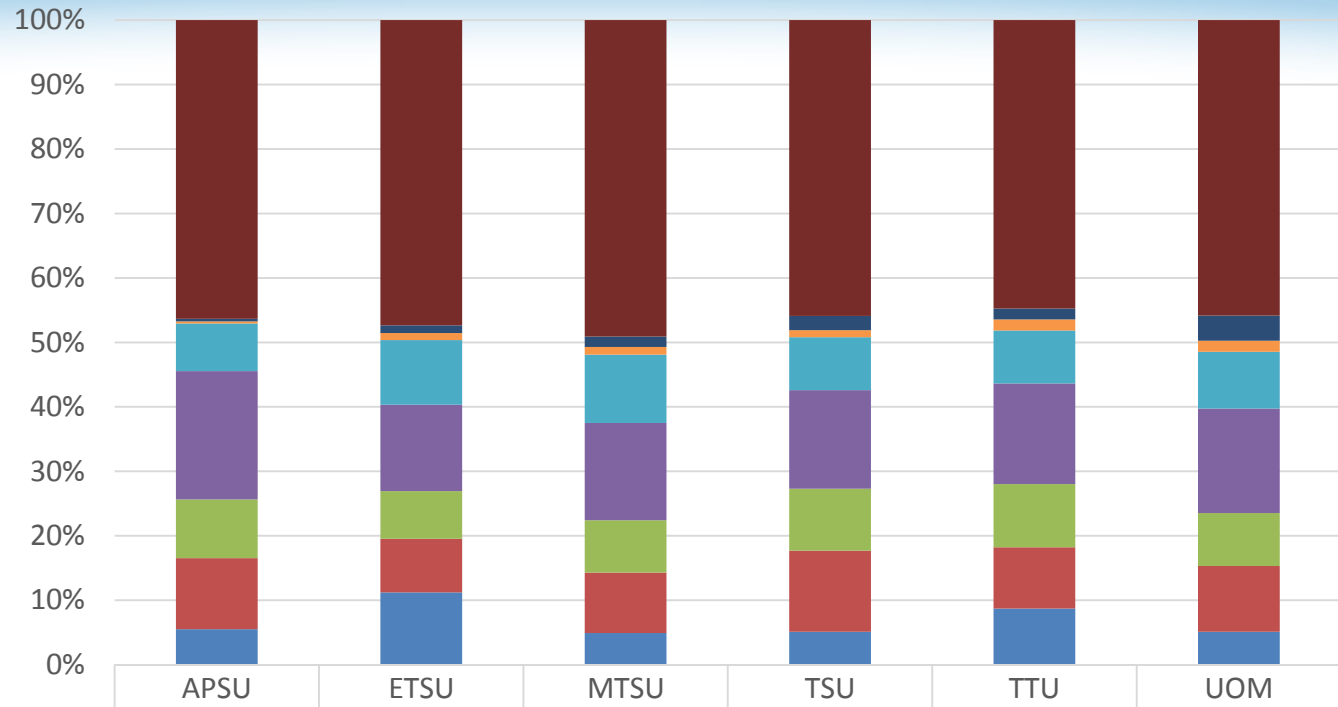
July 2017-18 E&G Budget By Functional Totals (Millions)



Academics 59%

Total E&G Budget \$305.5

July 2017-18 E&G Budget By Functional Total



	APSU	ETSU	MTSU	TSU	TTU	UOM
■ Instruction	46.3%	47.3%	49.1%	45.9%	44.7%	45.8%
■ Research	0.4%	1.2%	1.6%	2.2%	1.7%	3.9%
■ Public Svc	0.3%	1.1%	1.2%	1.1%	1.7%	1.7%
■ Acad Supp	7.4%	10.0%	10.6%	8.2%	8.2%	8.8%
■ Student Svc	19.9%	13.4%	15.1%	15.3%	15.6%	16.2%
■ Institutional Supp	9.1%	7.4%	8.1%	9.6%	9.8%	8.2%
■ O&M	11.0%	8.3%	9.4%	12.6%	9.5%	10.2%
■ Scholarships	5.5%	11.2%	4.9%	5.1%	8.7%	5.1%

MIDDLE TENNESSEE STATE UNIVERSITY
UNRESTRICTED EDUCATION AND GENERAL EXPENDITURES BY NATURAL CATEGORY
JULY BUDGET 2017-18

	Estimated Budget 2016-17	July Budget 2017-18	Difference
Professional Salaries	\$ 133,313,700	\$ 136,477,700	\$ 3,164,000
Other Salaries	21,069,900	20,709,300	(360,600)
Employee Benefits	53,214,900	56,188,700	2,973,800
Travel	5,180,100	4,296,700	(883,400)
Operating Expense	84,526,000	70,957,400	(13,568,600)
Capital Outlay	6,616,100	5,565,700	(1,050,400)
Transfers	10,679,000	11,283,000	604,000
Total	\$ 314,599,700	\$ 305,478,500	\$ (9,121,200)

The following items are reflected above:

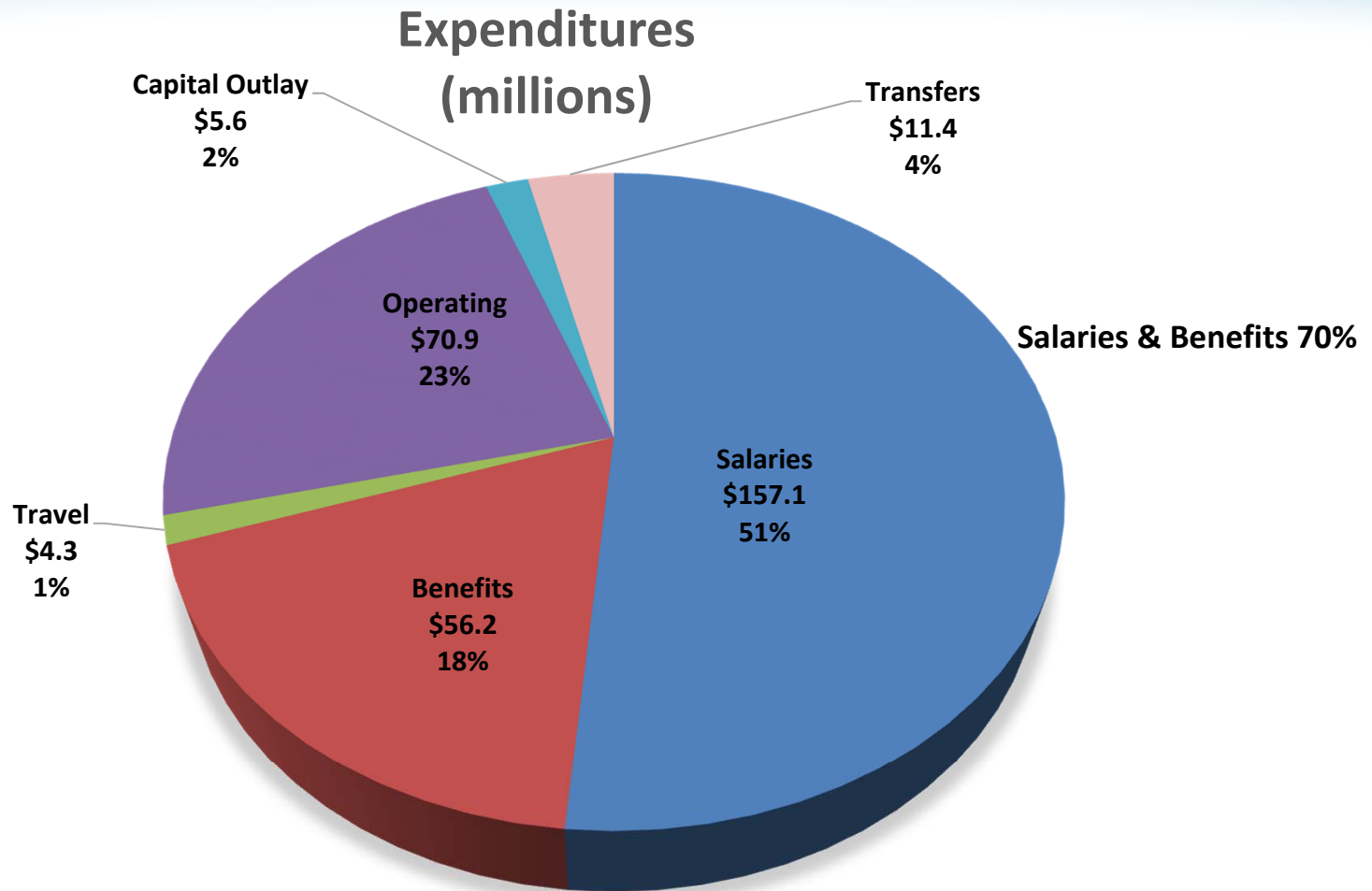
3% Salary Pool Funding

Health Insurance Funding

Mandatory Fee Increases

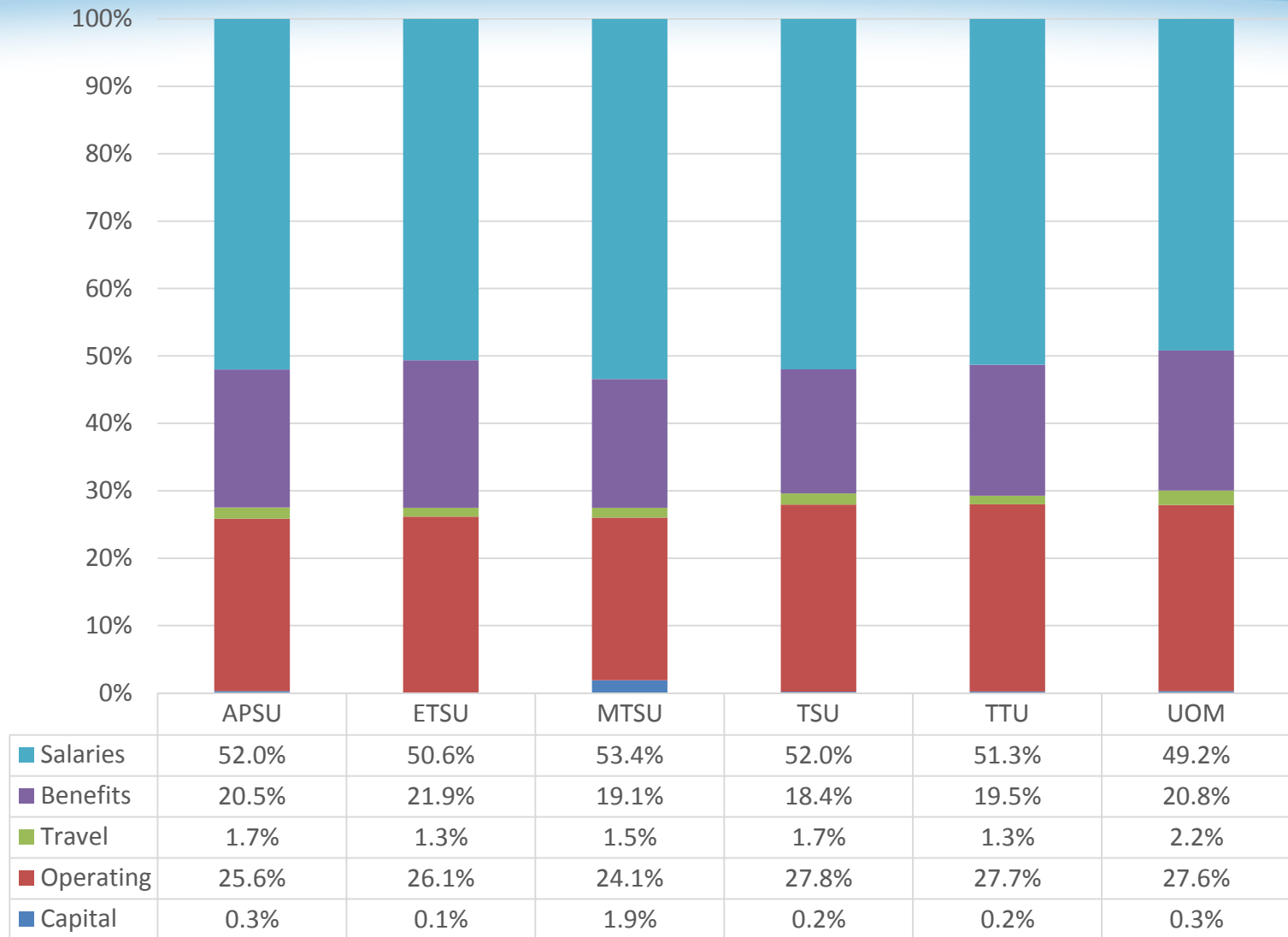
July Budget Figures are Base Budget

Education & General Budget by Natural Classification July 2017-18



Total E&G Budget \$305.5

July 2017-18 E&G Budget By Natural Classification



**MIDDLE TENNESSEE STATE UNIVERSITY
ESTIMATED BUDGET 2016-17
AUXILIARY ENTERPRISE SUMMARY SCHEDULE**

Auxiliary	October 2016-17			Estimated 2016-17		
	Revenues	Expenditures and Transfers	Excess of Revenue Over Expenditure	Revenues	Expenditures and Transfers	Excess of Revenue Over Expenditure
Bookstore	\$ 482,444	\$ 461,304	\$ 21,140	\$ 482,444	\$ 461,304	\$ 21,140
Food Service	2,233,000	2,211,860	21,140	2,233,000	2,211,860	21,140
Housing	16,738,502	16,738,502	-	16,738,502	16,738,502	-
Vending	114,000	114,000	-	114,000	114,000	-
Recreational Center	3,058,164	3,058,164	-	2,979,100	2,979,100	-
Post Office	399,136	399,136	-	397,600	397,600	-
Parking Services	5,127,800	5,106,660	21,140	5,021,200	5,000,060	21,140
Residential & Commercial Rentals	250,000	250,000	-	250,000	250,000	-
Greek Row	107,208	107,208	-	107,208	107,208	-
Health Services	4,008,373	4,008,373	-	4,008,373	4,008,373	-
TN Miller Coliseum	618,614	682,034	(63,420)	618,614	682,034	(63,420)
Student Long Distance Service	10,000	10,000	-	10,000	10,000	-
Total Auxiliaries	\$ 33,147,241	\$ 33,147,241	\$ -	\$ 32,960,041	\$ 32,960,041	\$ -

Reflects 2.6% reduction in enrollment

**MIDDLE TENNESSEE STATE UNIVERSITY
JULY BUDGET 2017-18
AUXILIARY ENTERPRISE SUMMARY SCHEDULE**

Auxiliary	Estimated 2016-17			July 2017-18		
	Revenues	Expenditures and Transfers	Excess of Revenue Over Expenditure	Revenues	Expenditures and Transfers	Excess of Revenue Over Expenditure
Bookstore	\$ 482,444	\$ 461,304	\$ 21,140	\$ 432,468	\$ 411,328	\$ 21,140
Food Service	2,233,000	2,211,860	21,140	2,367,000	2,345,860	21,140
Housing	16,738,502	16,738,502	-	16,733,902	16,733,902	-
Vending	114,000	114,000	-	114,000	114,000	-
Recreational Center	2,979,100	2,979,100	-	3,028,500	3,028,500	-
Post Office	397,600	397,600	-	397,600	397,600	-
Parking Services	5,021,200	5,000,060	21,140	5,091,200	5,070,060	21,140
Residential & Commercial Rentals	250,000	250,000	-	250,000	250,000	-
Greek Row	107,208	107,208	-	106,852	106,852	-
Health Services	4,008,373	4,008,373	-	4,078,373	4,078,373	-
TN Miller Coliseum	618,614	682,034	(63,420)	660,614	724,034	(63,420)
Student Long Distance Service	10,000	10,000	-	10,000	10,000	-
Total Auxiliaries	<u>\$ 32,960,041</u>	<u>\$ 32,960,041</u>	<u>\$ -</u>	<u>\$ 33,270,509</u>	<u>\$ 33,270,509</u>	<u>\$ -</u>

The following items are reflected above:

- 3% Salary Pool Funding
- Health Insurance Funding
- Mandatory Fee Increases

Auxiliaries Budget July 2017-18

Auxiliary	Estimated 2016-17	July 2017-18	Change
Bookstore	\$ 461,304	\$ 411,328	\$ -49,976
Food Service	2,211,860	2,345,860	134,000
Housing	16,738,502	16,733,902	-4,600
Vending	114,000	114,000	0
Recreational Center	2,979,100	3,028,500	49,400
Post Office	397,600	397,600	0
Parking Services	5,000,060	5,070,060	70,000
Residential & Commercial Rentals	250,000	250,000	0
Greek Row	107,208	106,852	-356
Health Services	4,008,373	4,078,373	70,000
TN Miller Coliseum	682,034	724,034	42,000
Student LD Service	10,000	10,000	0
TOTAL	\$ 32,960,041	\$ 33,270,509	\$ 310,468

Renewal and Replacement Reserves for Auxiliaries

Auxiliary Unit	2015-16	2014-15
Bookstore	233,974	589,274
Housing - Current	136,418	283,449
Housing - Long Term Renovations	2,113,603	3,596,723
Food Services	1,527,827	1,411,499
Greek Row	123,522	109,801
Health Services	3,052,328	3,169,798
Parking Services / Raider Xpress	1,488,161	2,865,987
Post Office	195,501	217,777
Recreation Center	2,924,500	2,633,388
Total Auxiliary	11,795,835	14,877,695

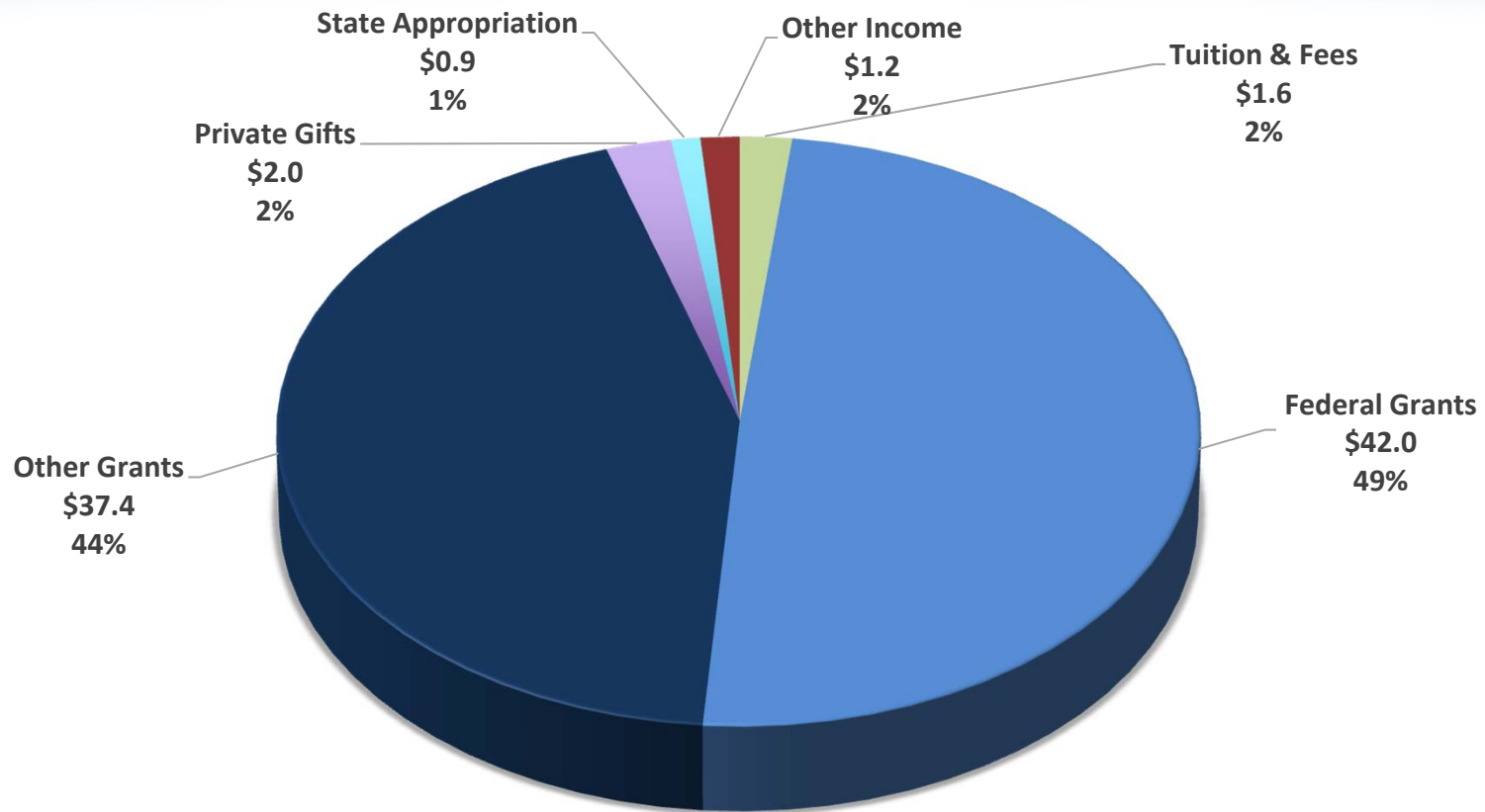
MIDDLE TENNESSEE STATE UNIVERSITY
SUMMARY OF RESTRICTED CURRENT FUNDS AVAILABLE AND APPLIED
ESTIMATED BUDGET 2016-17

Revenues	2016-17 October Budget	2016-17 Estimated Budget	Difference
Tuition and Fees	\$ 907,500	\$ 1,400,000	\$ 492,500
Federal Grants and Contracts	43,522,900	41,250,000	(2,272,900)
State Appropriations: Centers of Excellence	362,500	362,500	-
State Appropriations: Special Allocations	489,500	489,500	-
State Grants & Contracts	35,775,400	36,000,000	224,600
Local Grants & Contracts	85,000	80,000	(5,000)
Private Grants & Contracts	600,000	600,000	-
Private Gifts	2,000,000	2,000,000	-
Endowment Income	580,000	725,000	145,000
Other Income	450,000	500,000	50,000
Total Revenues	<u>\$ 84,772,800</u>	<u>\$ 83,407,000</u>	<u>\$ (1,365,800)</u>
Expenses			
Instruction	\$ 2,373,600	\$ 2,000,000	\$ (373,600)
Research	3,100,000	2,800,000	(300,000)
Public Service	5,302,100	4,500,000	(802,100)
Academic Support	500,000	475,000	(25,000)
Student Services	2,776,600	2,400,000	(376,600)
Institutional Support	65,000	50,000	(15,000)
Operation and Maintenance	500	2,300	1,800
Scholarships and Fellowships	70,177,500	71,000,000	822,500
Total Expenses	<u>\$ 84,295,300</u>	<u>\$ 83,227,300</u>	<u>\$ (1,068,000)</u>

**MIDDLE TENNESSEE STATE UNIVERSITY
SUMMARY OF RESTRICTED CURRENT FUNDS AVAILABLE AND APPLIED
JULY BUDGET 2017-18**

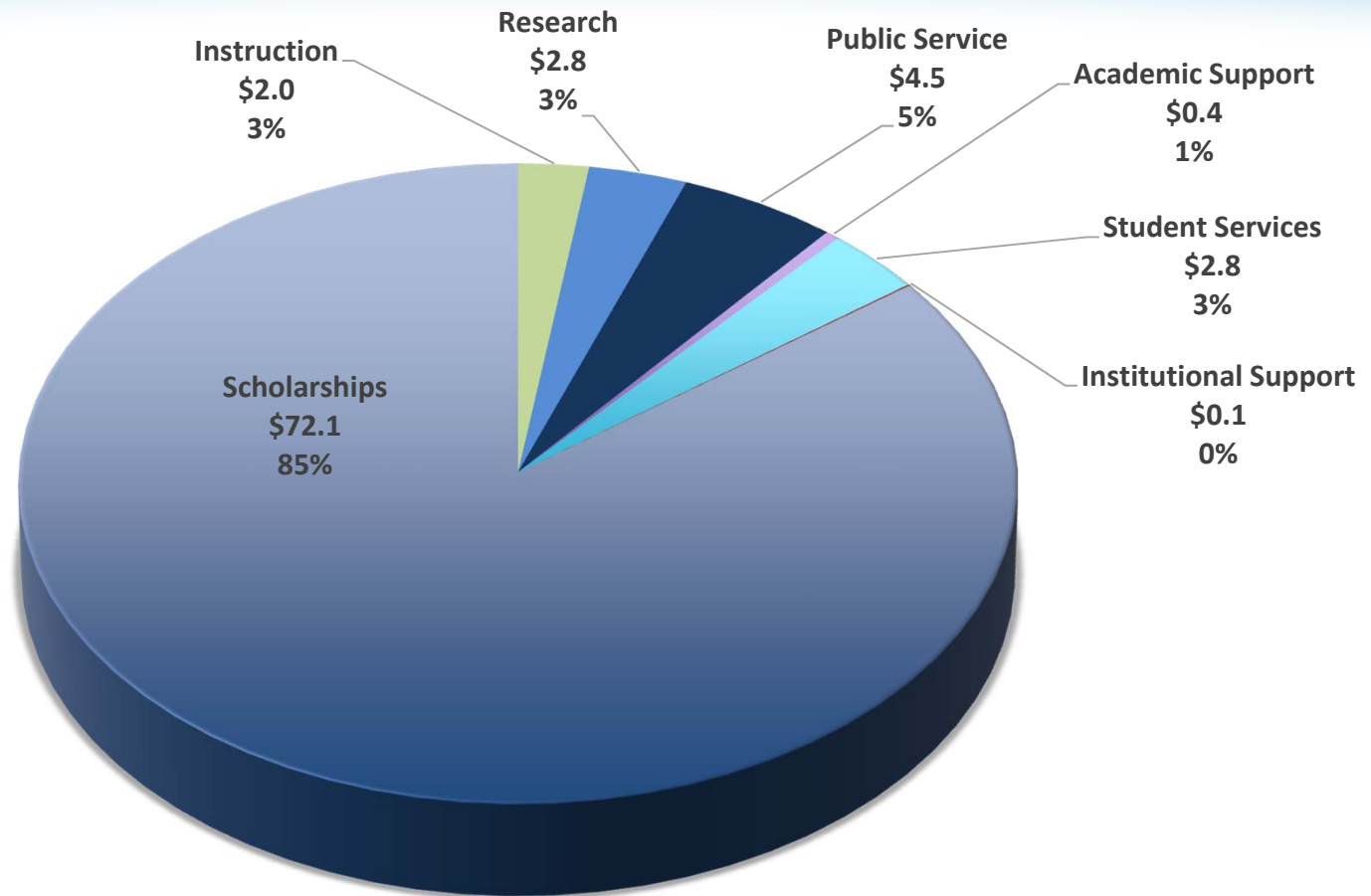
Revenues	2016-17 Estimated Budget	2017-18 July Budget	Difference
Tuition and Fees	\$ 1,400,000	\$ 1,590,000	\$ 190,000
Federal Grants and Contracts	41,250,000	42,000,000	750,000
State Appropriations: Centers of Excellence	362,500	371,800	9,300
State Appropriations: Special Allocations	489,500	489,500	-
State Grants & Contracts	36,000,000	36,750,000	750,000
Local Grants & Contracts	80,000	80,000	-
Private Grants & Contracts	600,000	600,000	-
Private Gifts	2,000,000	2,000,000	-
Endowment Income	725,000	725,000	-
Other Income	500,000	500,000	-
Total Revenues	<u>\$ 83,407,000</u>	<u>\$ 85,106,300</u>	<u>\$ 1,699,300</u>
Expenses			
Instruction	\$ 2,000,000	\$ 2,000,000	\$ -
Research	2,800,000	2,800,000	-
Public Service	4,500,000	4,500,000	-
Academic Support	475,000	475,000	-
Student Services	2,400,000	2,800,000	400,000
Institutional Support	50,000	50,000	-
Operation and Maintenance	2,300	2,300	-
Scholarships and Fellowships	71,000,000	72,100,000	1,100,000
Total Expenses	<u>\$ 83,227,300</u>	<u>\$ 84,727,300</u>	<u>\$ 1,500,000</u>

July 2017-18 Restricted Revenue Budget (Millions)



Total Restricted Revenue Budget \$85.1

July 2017-18 Restricted Budget by Functional Total (Millions)



Total Restricted Budget \$84.7

MIDDLE TENNESSEE STATE UNIVERSITY
TSSBA DEBT SERVICE COVERAGE - DISCLOSED PROJECTS ADJUSTMENT
July Budget 2017-18

<u>Project Name</u>	<u>Total Project Budget</u>	<u>Amt. Financed by TSSBA</u>	<u>Est. Annual Debt Service</u>	<u>Est. Annual Related Fee Rev</u>
Estimated Budget: None				
July Budget: Parking Services Facility	3,400,000	2,000,000	248,340	-

**MIDDLE TENNESSEE STATE UNIVERSITY
TSSBA DEBT SERVICE COVERAGE
July Budget 2017-18**

	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2016-17 Estimated Budget</u>	<u>FY 2017-18 July Budget</u>
Debt Service Amount	\$ 17,358,610.86	\$ 17,965,391.99	\$ 19,639,996.00	\$ 19,204,328.00
Unrestricted Revenues	\$ 319,425,355.77	\$ 325,114,581.62	\$ 329,078,671.00	\$ 338,748,965.00
Debt Service Coverage	18.40	18.10	16.76	17.64

Debt Service Coverage

Institution	2015-16	2016-17
Austin Peay State University	17.23	18.38
East Tennessee State University	21.67	22.99
Middle Tennessee State University	16.76	17.64
Tennessee State University	40.60	16.00
Tennessee Technological University	16.26	13.37
University of Memphis	35.92	35.54

Calculation: Unrestricted Revenues / Annual Debt Service

Suggested Student Revenue Increase

	<u>Amount</u>
Personnel Costs	\$ 5,924,000
Scholarships & Discounts	1,551,800
Other Fixed Costs and Specific Needs	2,546,000
	<u>\$ 10,021,800</u>
Outcomes Funding	479,000
Funding for 3% Salary Pool	3,007,800
Health Ins./401k Match	1,110,000
	<u>\$ 4,596,800</u>
Unmet Need	\$ 5,425,000
Maintenance Fee Increase Needed	3.50%

Tuition and Fees Comparison

Summary of Fees Compared to Peers, FY 2016-17

Resident Undergrad	Fees 2016-17	Peer Fees 2016-17	+/- %	TN Rank	Peer Max	Peer Min
APSU	\$7,995	\$8,032	-0.5%	8	\$9,516	\$5,775
TSU	\$7,567	\$8,314	-9.0%	8	\$10,686	\$5,775
UTC	\$8,544	\$7,429	15.0%	3	\$9,516	\$5,775
TTU	\$8,551	\$7,706	11.0%	5	\$9,842	\$5,775
MTSU	\$8,610	\$8,498	1.1%	7	\$11,300	\$6,193
ETSU	\$8,671	\$7,667	12.1%	5	\$9,882	\$5,775
UTM	\$8,783	\$9,109	-3.6%	7	\$14,890	\$6,951
UM	\$9,497	\$10,197	-6.9%	10	\$13,130	\$6,410
UTK	\$12,724	\$10,632	19.1%	3	\$15,722	\$6,380

Source: THEC Training Materials

MTSU Peers

University	Tuition & Fees
George Mason University (VA)	11,300
Georgia State University	10,686
University of North Texas	10,520
Old Dominion University (VA)	9,882
The University of Texas at Arlington	9,380
University of New Orleans	8,854
Middle Tennessee State University	8,610
University of Southern Mississippi	7,659
Georgia Southern University	7,318
University of North Carolina-Greensboro	7,041
Florida International University	6,776
University of Central Florida	6,368
Florida Atlantic University	6,193

Maintenance and Mandatory Fees for 15 hours

University	2012-13	2013-14	2014-15	2015-16	2016-17
TSU	\$ 6,702	\$ 6,774	\$ 7,224	\$ 7,417	\$ 7,567
APSU	\$ 6,918	\$ 7,158	\$ 7,462	\$ 7,801	\$ 7,995
TTU	\$ 6,948	\$ 7,383	\$ 7,985	\$ 8,353	\$ 8,551
MTSU	\$ 7,492	\$ 7,840	\$ 8,188	\$ 8,404	\$ 8,610
ETSU	\$ 6,997	\$ 7,543	\$ 7,985	\$ 8,332	\$ 8,671
UOM	\$ 8,234	\$ 8,666	\$ 8,973	\$ 9,269	\$ 9,497
UTK	\$ 9,092	\$ 10,062	\$ 11,003	\$ 11,948	\$ 12,724

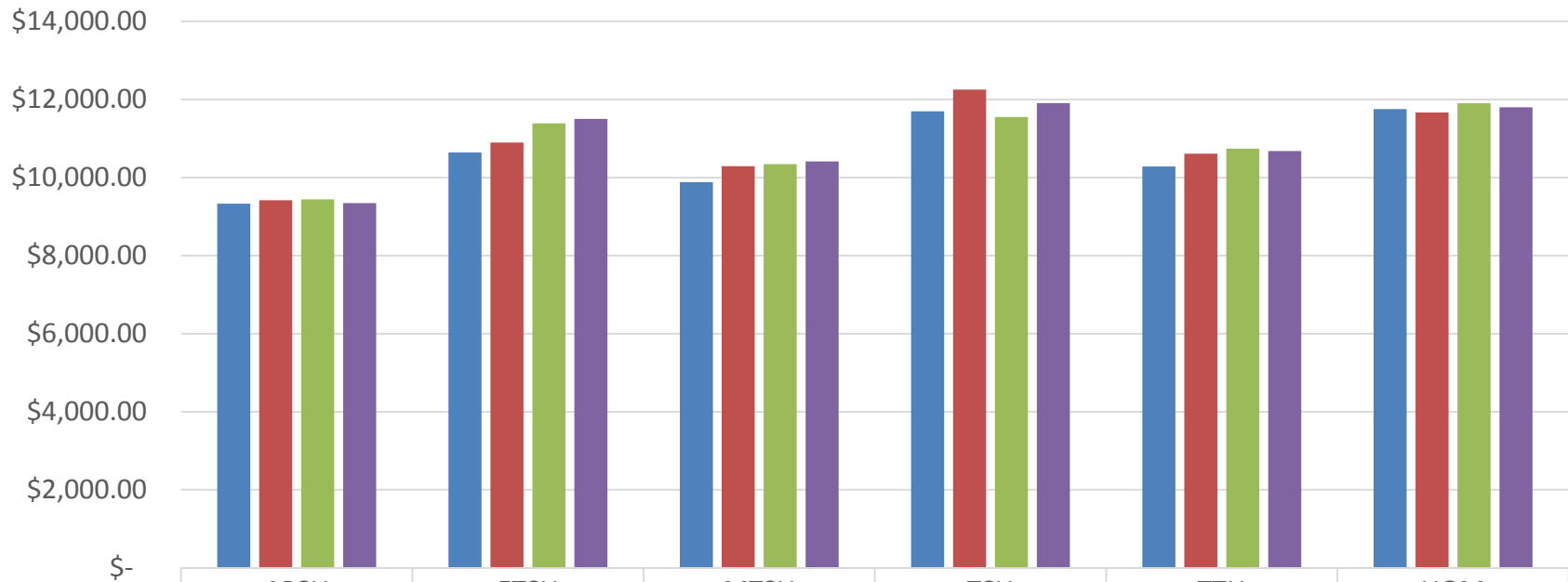
Combined Maintenance and Mandatory Fees Fiscal Year 2016-17

	15 Credit Hours		
University	Maintenance Fee	Mandatory Fees	Combined Total
APSU	\$6,522	\$1,473	\$7,995
ETSU	\$7,002	\$1,669	\$8,671
MTSU	\$6,930	\$1,680	\$8,610
TSU	\$6,528	\$1,039	\$7,567
TTU	\$7,380	\$1,171	\$8,551
UOM	\$7,860	\$1,637	\$9,497

Maintenance Fees for 15 hours Fall and Spring Fiscal Year 2016-17

Rate Descriptions	APSU	ETSU	MTSU	TSU	TTU	UOM	UTK
Undergraduate In-State Maintenance Fee (15 hour)	\$6,522	\$7,002	\$6,930	\$6,528	\$7,380	\$7,860	\$10,914
Undergraduate Out-of-State Tuition (15 hour)	\$22,518	\$25,098	\$24,930	\$19,884	\$24,036	\$19,572	\$29,104
Graduate In-State Maintenance Fee (10 hour)	\$8,632	\$9,236	\$9,212	\$8,716	\$9,564	\$10,192	\$11,044
Graduate Out-of-State Tuition (10 hour)	\$23,172	\$25,712	\$25,516	\$20,820	\$24,664	\$19,952	\$29,232

Total Maintenance and Mandatory Fees per FTE



	APSU	ETSU	MTSU	TSU	TTU	UOM
2013	\$9,331.85	\$10,643.17	\$9,883.77	\$11,700.19	\$10,283.54	\$11,755.30
2014	\$9,418.07	\$10,897.31	\$10,293.74	\$12,254.25	\$10,611.01	\$11,669.20
2015	\$9,442.18	\$11,390.54	\$10,345.42	\$11,554.34	\$10,741.17	\$11,905.55
2016	\$9,345.97	\$11,503.89	\$10,412.57	\$11,908.03	\$10,683.00	\$11,801.22

Tuition and Maintenance Fees (per credit hour)

Fee	Current	New	Increase
Undergraduate In-State Maintenance Fee	\$275	\$285	\$10
Over 12 hours	\$55	\$57	\$2
Undergraduate Out-of-State Tuition	\$989	\$1,024	\$35
Over 12 hours	\$199	\$206	\$7
Graduate In-State Maintenance fee	\$443	\$459	\$16
Over 10 hours	\$88	\$91	\$3
Graduate Out-of-State Tuition	\$1,227	\$1,270	\$43
Over 10 hours	\$244	\$253	\$9

TN E-Campus (per credit hour)

Fee	Current	New	Increase
TN eCampus Undergraduate In-State	\$385	\$399	\$14
TN eCampus Undergraduate Out-of-State	\$1,099	\$1,138	\$39
TN eCampus Graduate In-State	\$553	\$573	\$20
TN eCampus Graduate Out-of-State	\$1,337	\$1,384	\$47

-includes \$114 online course fee per credit hour

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

MTSU E-Rate (per credit hour)

Fee	Current	New	Increase
Undergraduate eRate	\$413	\$428	\$15
Undergraduate Online Course Fee	\$10	\$30	\$20
Graduate eRate	\$665	\$689	\$24
Graduate Online Course Fee	\$15	\$30	\$15

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

Corporate Partnership Rate

Fee	Current	New	Increase
Undergraduate eRate	\$413	\$428	\$15
Undergraduate Online Course Fee	\$10	\$30	\$20

The Corporate Partnership rate is available to out of state students who are employed by companies with a formal partnership with MTSU to develop and deliver a degree completion program. In-state students pay the undergraduate in-state maintenance fee.

Online vs On Ground Fall Semester 2016

Type of Course	Sections	Students Enrolled	Total Maintenance Fee / Tuition
MTSU Online	585	5,350	\$ 7,571,743
TN eCampus	274	1,359	\$ 2,494,005
On Ground	4,323	21,014	\$ 69,648,626
Total	5,182	27,723	\$ 79,714,374

Regional Scholars

Fee	Current	New	Increase
Undergraduate Rate	\$471	\$494	\$23
Graduate Rate	\$678	\$709	\$31

- Regional Scholars are non-residents of Tennessee who live within approximately 250 miles of MTSU and meet specific academic requirements.
 - 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 (undergrad)
 - Maintain full time enrollment (12 hours undergrad / 10 graduate)
 - Remain in good academic standing
- Rate is the in-state rate plus the state subsidy

Mandatory Fee Requests FY 2017-18

FY 2017-18 Mandatory Fee Requests

Fee	Current	Proposed	Increase	Student Exposure	Prior Increase	Revenue Generated
Athletics	\$ 175	\$ 200	\$ 25	Fee increase approved by SGA Executive Committee 11/28/2016	FY10-11 \$25	\$940,000

The Conference USA's adoption of providing athletic scholarships that provide funds to pay the full costs of attending college has had an effect on the athletic scholarship budget. This additional annual cost of \$400,000 - \$500,000 is only partially covered in the first three years by the Conference. MTSU's adoption of providing full costs of attendance to athletes is critical in leveling the recruiting field. In addition, the decline in enrollment since 2012 has also resulted in a decrease of \$1 million in the athletic fee revenue generated annually.

Athletic Fees

Fiscal Year 2016-17

University	Amount per Semester
APSU	\$ 200
ETSU	\$ 225
MTSU	\$ 175
TSU	\$ 160
TTU	\$ 228
UOM	\$ 225

FY 2017-18 Mandatory Fee Requests

Fee	Current	Proposed	Increase	Student Exposure	Prior Increase	Revenue Generated
Parking	\$ 109	\$ 111	\$ 2	Fee increase approved by SGA Executive Committee 11/28/2016	FY16-17 \$2	\$ 70,000

Parking Services is a 100% auxiliary enterprise operation and is totally dependent on the Parking fee for its shuttle services for students, utilities and maintenance cost of the Parking office and shuttle buses, and various parking lots, campus lighting, and sidewalk maintenance projects. The \$2 increase is also needed for mandatory salary and benefit increases.

FY 2017-18 Mandatory Fee Requests

Fee	Current	Proposed	Increase	Student Exposure	Prior Increase	Revenue Generated
Health Services	\$ 83.50	\$ 85.50	\$ 2	Fee increase approved by SGA Executive Committee 11/28/2016	FY16-17 \$2	\$ 70,000

Student Health Services is a 100% auxiliary enterprise operation and is totally dependent on the Student Health Services fee for its services to students and operations and its portion of the shared capital cost (with Campus Recreation) for the 202,000 square foot building. The \$2 increase is needed for: required salary and benefit increases, inflationary cost of software support and medical supplies, and overhead costs.

FY 2017-18 Mandatory Fee Requests

Fee	Current	Proposed	Increase	Student Exposure	Prior Increase	Revenue Generated
Recreation Center	\$ 55	\$ 57	\$ 2	Fee increase approved by SGA Executive Committee 11/28/2016	FY16-17 \$2	\$ 70,000

Campus Recreation is a 100% auxiliary enterprise operation and is totally dependent on the Recreation Center fee for its services to students and operations and its portion of the shared capital cost (with Student Health) for the 202,000 square foot building. The \$2 increase is needed for salary increases, benefit increases, and to cover inflationary costs of recreational programs and services provided to the student body.

FY 2017-18 Mandatory Fee Requests

Fee	Current	Proposed	Increase	Student Exposure	Prior Increase	Revenue Generated
Student Government Association (SGA)	\$ 35	\$ 40	\$ 5	Fee increase approved by SGA in 2014	FY16-17 \$10	\$190,000

In 2014, SGA Resolution 2-13-F proposed increasing the fee by \$5 per semester for four consecutive years to a total of \$40 per semester. The new funds will be used to fund student organization activities, student programming, SGA operations, bringing distinguished lecturers and big events to campus, and support for sports clubs. These funds are managed by the SGA. This is the final year of the previously approved increase.

Non-Mandatory Fee Requests FY 2017-18

FY 2017-18 Non-Mandatory Fees

Fee	Current	Proposed	Decrease	Prior Increase	Revenue Generated
Concrete Industry Management MBA	\$39,000 per 10 week session	\$25,000 per 10 week session	\$14,000 per 10 week session	FY13-14 New	\$ (84,000)

This is an Executive MBA cohort program designed for executives in the Concrete Industry. The program is 18 months covering 12 courses or 36 credit hours in 10 week sessions. The program is primarily taught on-line along with some on-campus weekend sessions. A reduction is recommended to put the program more in line with other MBA programs. This concentration is specifically designed for executives in the Concrete Industry and is the first of its kind in the world. The industry and trade associations have committed \$90,000 to the CIM department to support development of this industry focused graduate degree program.

FY 2017-18 Non-Mandatory Fees

Fee	Current	Proposed	Increase	Prior Increase	Revenue Generated
Chemistry Materials Fee	\$7.50 / Credit Hour	\$10.00 / Credit Hour	\$2.50 / Credit Hour	FY11-12 \$2.50	\$ 45,000

Expenses associated with instructional lab activities and consumable supplies, including gases and cryogenes, common solvents, and disposal of chemical waste has increased since FY11-12 when the fee was last increased.

FY 2017-18 Non-Mandatory Fees

Fee	Current	Proposed	Increase	Prior Increase	Revenue Generated
Nursing Course Fee	\$35 / Credit Hour	\$100.00 / Credit Hour	\$65 / Credit Hour	FY15-16 \$10	\$650,700

The Nursing program is in high demand and the current fee is not sufficient to cover the high cost of updating/ maintaining equipment and software used in the eight campus labs, providing sufficient faculty, supporting Student Advisory Board functions, clinical partnership activities, a student clinical documents management system, clinical placement system fees, and pinning ceremonies. As more of the MSN program is moving toward online courses, additional faculty are needed to support the effort. Currently, with 28 faculty in the department, only 4 Clinical Track faculty and the Health Systems Manager are funded from this fee.

FY 2017-18 Non-Mandatory Fees

Fee	Current	Proposed	Increase	Prior Increase	Revenue Generated
Theatre and Dance Course Fee		\$15.00 / Credit Hour	\$15 / Credit Hour	NEW	\$ 51,000

To support materials, instructional, and artistic support staff (accompanists, etc), equipment and technology for effective delivery of curricular program.

FY 2017-18 Non-Mandatory Fees

Fee	Current	Proposed	Increase	Prior Increase	Revenue Generated
Liberal Arts Course Fee		\$10.00 / Course	\$10.00 / Course	NEW	\$460,000

To support training and professional development for instructors, encourage pedagogical innovation by all faculty, and create and maintain spaces that support innovation in the provision of courses, such as active learning spaces and informal learning spaces for students.

FY 2017-18 Non-Mandatory Fees

Fee	Current	Proposed	Increase	Prior Increase	Revenue Generated
Distance Education Fee	\$10 / Credit Hour (undergraduate) \$15/ Credit Hour (graduate)	\$30 / Credit Hour	\$15 - \$20/ Credit Hour	FY07-08 \$10/Credit Hour (undergraduate) \$15/Credit Hour (graduate)	\$ 1,224,000

Raising the Distance Education Fee would allow the University College to further support departments' efforts to hire adequate faculty to meet student demand for online courses while also reducing reliance upon the online courses offered through the TN eCampus collaborative. This increase would support approximately 18 faculty for departments committed to offering additional online sections of high demand courses, new online courses, and fully-online degree programs.

Distance Education Fee Comparison

University	Undergraduate Online Fee	Graduate Online Fee
APSU	\$31	\$50
ETSU	\$25	\$35
MTSU	\$10	\$15
TSU	\$0	\$0
TTU	\$0	\$0
UOM	\$100	\$100
UTK	\$46	\$46
TN eCampus	\$110	\$110

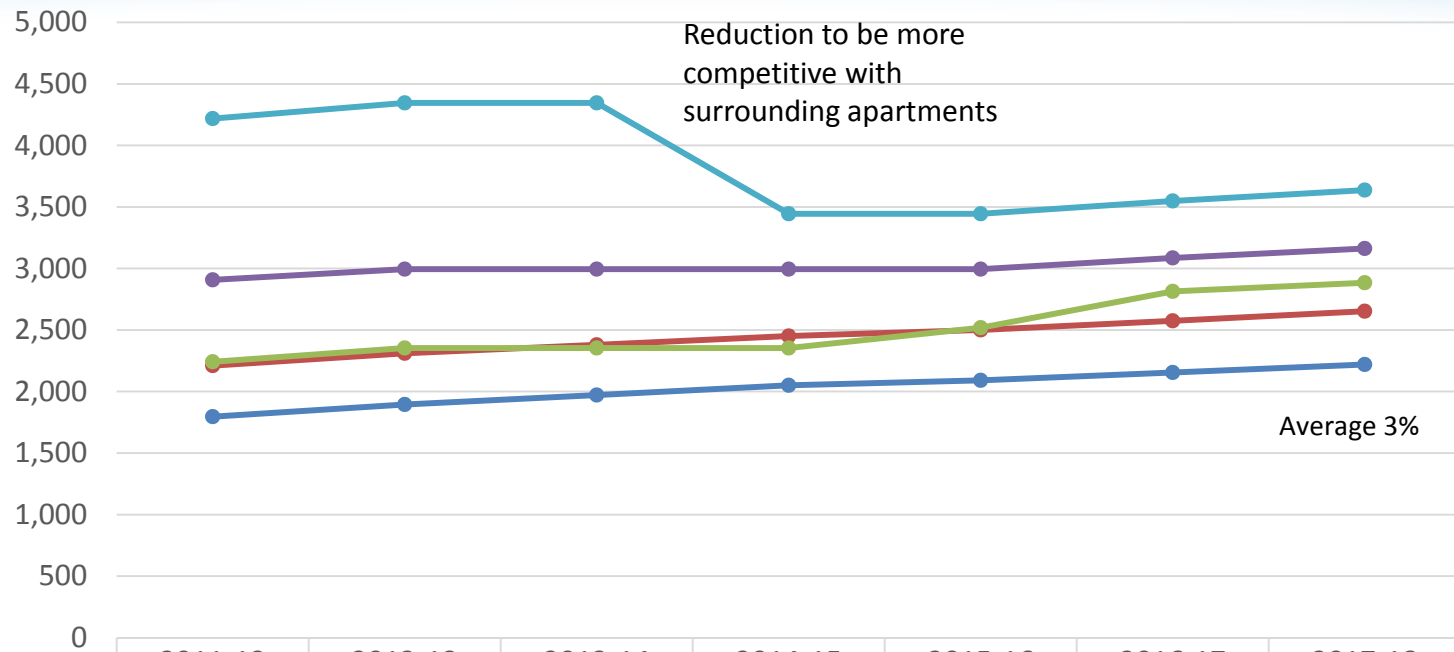
FY 2017-18 Non-Mandatory Fees

Fee	Current	Proposed	Increase	Prior Increase	Revenue Generated
Applied Music Fee	\$175/1 Credit Hour \$325/ 2 or 3 Credit Hours	\$190/1 Credit Hour \$340/ 2 or 3 Credit Hours	\$15/1 Credit Hour \$15/ 2 or 3 Credit Hours	FY08-09 \$25 / Credit Hour	\$ 8,500

Applied Music fees are paid by students for private instruction. This increase is to support the rising costs of master classes (music stands, performance scores used in lessons, technology), instrument purchases, and major repairs.

Housing Fee Requests FY 2017-18

Housing History Rates Per Semester



	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
—●— Dorm	1,796	1,895	1,971	2,050	2,091	2,154	2,219
—●— Renovated Dorm	2,211	2,311	2,380	2,451	2,500	2,575	2,652
—●— Single Apt	2,242	2,354	2,354	2,354	2,519	2,814	2,884
—●— Scarlett Commons	2,908	2,995	2,995	2,995	2,995	3,085	3,162
—●— Family	4,218	4,345	4,345	3,444	3,445	3,548	3,637

FY 2017-18 Housing

Fee	Current	Proposed	Increase	Prior Increase	Revenue Generated
Residence Halls	\$377 - \$3,065	\$388 - \$3,162	\$11 - \$97	FY16-17 \$10 - \$90	\$ 390,448
Apartments	\$741 - \$3,548	\$759 - \$3,637	\$18 - \$89	FY16-17 \$22 - \$93	\$ 64,456

A 2.5% increase is proposed for apartments and a 3.0% increase for residence halls to cover the increasing cost of utilities, plant, and maintenance costs.

Summary of Fee Requests and the Revenue Generated

	# of Requests	Revenue
Mandatory Fees	5	\$ 1,340,000
Non-Mandatory Fees	8	\$ 2,355,200
Total Requests	13	\$ 3,695,200

Mandatory Fee Recommendations

Mandatory Fee	Increase Per Semester	Recommendation
Athletics	\$ 25	Support
Parking	\$ 2	Support
Health Services	\$ 2	Support
Recreation Ceneter	\$ 2	Support
Student Government Association	\$ 5	Support
Total Program Services Fee Increase	\$ 36	

Non-Mandatory Fee Recommendations

Non-Mandatory Fee	Increase (Decrease)	Recommendation
CIM-MBA	(\$14,000) / 10 week seccion	Support
Chemistry Materials Fee	\$2.50/ credit hour	Support
Nursing Course Fee	\$20 / credit hour	Support- Modified
Theatre and Dance Course Fee	\$15 / credit hour	Do Not Support
Liberal Arts Course Fee	\$10 per course	Do Not Support
Distance Education Fee - Undergraduate	\$20 / credit hour	Support
Distance Education Fee - Graduate	\$15 / credit hour	Support
Applied Music Fees	\$15 / credit hour	Support

Housing Recommendations

Housing	Increase Per Semester	Recommendation
Dormitories	\$11 - \$97	Support
Apartments	\$18 - \$177	Support
Conferences	\$5 / night or \$20 / week	Support

Summary of Supported Fee Requests and the Revenue Generated

	# of Requests	Revenue
Mandatory Fees	5	\$ 1,340,000
Non-Mandatory Fees	6	\$ 1,393,715
Total Requests	11	\$ 2,733,715

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

	\$ Increase	% Increase
Current Maintenance Fee	\$ 6,930	
Current Mandatory Fees	\$ 1,680	
Total Maintenance & Mandatory Fees	\$ 8,610	
3.5% Maintenance Fee Increase **	\$ 243	
Requested Mandatory Fees	\$ 72	
Total Fee Increase	\$ 315	
New Maintenance Fee	\$ 7,173	
New Mandatory Fees	\$ 1,752	
New Maintenance & Mandatory Fees	\$ 8,925	3.70%

**THEC's binding recommendation for the combined maintenance fee and mandatory fee increase is 0-4%.