







# December 2018 UofM Board Meeting







<b>Schedule</b>	Wednesday, December 5, 2018 2:00 PM — 3:00 PM CST
<b>Venue</b>	Wilder Student Union - Lambuth Campus
<b>Organizer</b>	Chelsea Connor


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# 1. Call to Order and Opening Remarks

Presented by Alan Graf



## 2. Roll Call and Declaration of Quorum

Presented by Melanie Murry





### 3. Approval of Minutes - September 5, 2018

Presented by Alan Graf

THE UNIVERSITY OF MEMPHIS  
BOARD OF TRUSTEES

MINUTES OF BOARD MEETING  
SEPTEMBER 5, 2018  
Memphis, TN

The University of Memphis Board of Trustees meeting was called to order at 11:00 a.m. CDT, on Wednesday, September 5, 2018, on the main campus of the University of Memphis in Memphis, Tennessee.

**I. CALL TO ORDER AND OPENING REMARKS**

Chairman Alan Graf welcomed everyone to the September meeting of the Board of Trustees. He took a moment to recognize and welcome the newest member to the Board, Drew Gilmore, the student trustee. Drew is the former SGA President and senior majoring in Business and Finance.

**II. ROLL CALL AND DECLARATION OF QUORUM**

University Counsel and Board Secretary Melanie Murry called the roll, and the following members were present: Douglas Edwards, Drew Gilmore, Alan Graf, Cato Johnson, David Kemme, Brad Martin, David North, Carol Roberts, and Susan Springfield. Trustees Ellison was absent for roll call, but later joined the meeting. Secretary Murry announced that a quorum was present.

Members of the administrative staff, faculty, students, and media representatives were also present.

**III. APPROVAL OF MINUTES – JUNE 6, 2018**

Chairman Graf called for a motion to approve the minutes from the June 6, 2018, meeting of the Board. The motion was properly moved, seconded and unanimously approved.

**IV. PRESIDENT'S UPDATE**

Chairman Graf recognized President M. David Rudd to give the President's Update.

President Rudd first presented a graph showing the decline in tuition increases for the University and reminded the Board that there was no tuition increase this past year. Over the last 5 years, there has only been a 1.7% average increase. He also compared the UofM in-state rate to our Tennessee peers and noted we have gained notable affordability over the last 4-5 years. The enrollment for this year has grown by 3.2% over graduate, law, and undergraduate, but it also raises a number of issues. President Rudd noted one such issue is parking, but stated there has been a net gain of over 300 new parking spaces as compared to last year; new parking is also already being built. This year, President Rudd will institute a review of infrastructure

support, including classrooms, labs, and dining, and a review of older dorm spaces. Another consequence of growth is selectivity. President Rudd noted that as we have reached capacity, the overall quality of our students has continued to elevate. This past year, 1 out of every 4 freshmen is in the honors college. The University will take on the challenge to continue to improve the selectivity. President Rudd has asked Bruce Harber, Chief Operating Officer, to do a divisional review of administrative efficiency. He stated that one of the barriers for higher education has to do with “siloiing” that has to do with traditional structure.

President Rudd then moved on to fundraising, saying that over the last 5 years, we have raised \$157.1 million, and ordinarily, we are raising more money academically than athletically. Endowment fees have also been lowered to \$876,237, saving roughly \$1.1 million annually just in fee structure.

Next, President Rudd gave an overview, with before pictures and simulated after pictures, of major current funded projects, including the Alumni Mall Amphitheatre, the land bridge and parking garage, the student wellness and fitness center, Phase I and II of the football training center, Patterson Avenue realignment, and the Scheidt Family music center. He also touched on some smaller projects, including the advanced manufacturing research lab, Memorial Track resurfacing, Ventures Call Center, and Getwell entry gate. Further, President Rudd spoke about some future projects, including the Natatorium, a student recruitment center on the 12<sup>th</sup> floor of Wilder Tower, a STEM research and classroom building, and Park Avenue housing.

President Rudd then moved on to talk about a few other programs and partnerships:

- UofM Global’s new partnership with FedEx, LiFE (Learning inspired by FedEx). In the first week, there were roughly 1,200 – 1,300 FedEx Hub employees that were interested. Provost Weddle-West echoed this number and stated Dr. Dick Irwin would be speaking further about the partnership in her update.
- UMRF Ventures Inc. now has three different entities open, running, and employing students: two IT help desks (one on main campus and one at Lambuth) and the FedEx IT Command Center – System Analytics. Because of these programs, the University has received a national award, the American Association of State Colleges and Universities Award for Innovation and Economic Development.
- The University has done a number of things in its effort to achieve Carnegie I status, including investing in research expansion and FedEx Innovation and creating a University Research Council.

Lastly, President Rudd presented the soon to be released card dealing with the Strategic Plan entitled “Leading Through Innovation.”

## **V. PROVOST’S UPDATE**

Chairman Graf recognized Provost Karen Weddle-West to present the Provost’s Update.

Provost Weddle-West began by discussing the Helen Hardin Honors College and stated 1 out of 4 freshmen for Fall 2018 is in the Honors College, which makes this the largest total enrollment. The Honors College continues to fund “Research Fellows” program, which aids in undergraduate research that is critical for achieving Carnegie I status. In addition to the Honors College, there have been record increases in first-time freshmen, including higher high school GPAs and ACT composites, with 2,452 enrolled. She presented some statistics dealing with UofM Global, which already has 5 programs recognized as Best Online Programs by U.S. News and World Reports.

Provost Weddle-West stated that one thing the University needs to be cognizant of is its ability to create pathways for students to persist, to get back on track to graduate. This is enhanced by the summer enrollment initiatives: buy one get one free summer enrollment program and Pell eligibility (new for Summer 2018). Other completion/retention initiatives include predictive analytics – scholarship optimization, Finish Line, Complete to Compete (C2C), and access and diversity grants. Provost Weddle-West inferred that the completion/retention initiatives have led to the record numbers of degrees awarded, with 2017-2018 having the highest number of degrees ever awarded at 4,396. Lastly, Provost Weddle-West presented the Board with the U.S. News and World Report Rankings and where UofM falls in those rankings and Top 25 Programs (ranked by online sites).

Provost Weddle-West recognized Dr. Dick Irwin, Vice Provost for Academic Innovation and Support Services, to speak about the UofM Global partnership with FedEx, LiFE (Learning inspired by FedEx). Dr. Irwin met with FedEx roughly six months prior, and they were tasked with addressing three major challenges – cost affordability, college readiness, and anxiety that college brings about. Jointly, all three challenges were addressed with the LiFE Prep Academy. Dr. Irwin played a video produced by FedEx that provided an overview of the program. After the launch about four weeks prior, the program is approaching about 1,500 inquiries with half being placed in the Prep Academy or in courses. Dr. Irwin recognized Evan Mosby, a three-year FedEx Hub employee, to speak about the impact LiFE Prep Academy has already had on bettering his life and the opportunities presented to be a Memphis Tiger. Dr. Irwin announced that the program will launch at Indianapolis three weeks from the date of the Board meeting.

## **VI. NCAA INSTITUTIONAL PERFORMANCE PROGRAM HEALTH AND SAFETY TOOL**

Chairman Graf recognized Tom Bowen, Athletic Director, to present the NCAA Institutional Performance Program Health and Safety Tool.

Mr. Bowen provided a brief background and introduced Darrel Turner, Associate Athletic Director for Sports Medicine, who oversees the entire healthcare of the athletes. Mr. Turner provided an overview of the Sports Medicine Staff, which consists of 6 full-time staff, 6 part-time staff, and an insurance coordinator. He stated that although this job is not a typical 9-5 job, there is someone at each athletic activity. The staff is protected and governed by the physician oversight; there is written protocol that the physicians sign that gives the athletic staff the ability to do their jobs and act on their behalf. Mr. Turner then provided a list and explanation of the provider relationships, both on campus and off, and mentioned he always

keeps in mind the quality and cost of service when choosing a provider. He mentioned athletics is looking to expand relationships with providers in the following areas: nutrition, sports psychology, and drug counseling and rehabilitation.

Mr. Turner then explained the testing and physicals that athletes go through. Every athlete must undergo a thorough physical and fill out an extensive health history. Additionally, each athlete undergoes sickle cell and EKG testing. If an athlete tests positive for the sickle cell trait, he or she signs a waiver and is educated on what it is and explain the process and what the athletic department looks for in that. Each athletic staff member (coaches, trainers, etc.) is also educated about sickle cell and the written protocol for individuals with sickle cell.

Next, Mr. Turner touched on a major area when he spoke about concussions. Each year, the athletic department submits their concussion protocol to the NCAA to review. When a player has a diagnosed concussion, the athletic department is not merely interested in when he or she will get back on the field; they remember that the athlete is also a student. Mr. Turner reviewed the department's Return to Learn protocol, which aids the student in being successful in the classroom and getting back into sport participation, and the Academic Accommodation Color Chart (from red to green).

Following the concussion discussion, Mr. Turner touched on mental health. He stated he works with the Counseling Center, specifically Dr. Jane Clement, and other physicians as part of the mental health team that annually reviews the written policy concerning mental health. The athletic department has also implemented a screening for all student-athletes as part of their yearly physical. All coaches and student-athletes are provided with educational handouts, as well as the ability to see informational posters in athletic training facilities.

## **VII. OPPORTUNITY ZONE**

Chairman Graf recognized Ted Townsend, Chief Economic Development and Government Relations Officer, to speak on the Opportunity Zone.

Mr. Townsend first took a moment to recognize Representative-Elect Jesse Chisom from District 85. He then began to speak about what he stated is one of the most exciting economic development opportunities presented in a long time, the Opportunity Zones program. The program was established through the Tax Cuts and Jobs Act in December 2017; it is a community development tax incentive program for private investors. The program is designed to drive long-term capital to rural and low-to-moderate income urban communities and uses tax incentives to encourage private investment in impact funds. Investors are eligible to receive certain tax benefits on unrealized capital gains reinvested in Opportunity Zones through pooled Opportunity Funds. Mr. Townsend discussed some key features of the program, including a 10-year designation period, temporary tax deferrals, and other long-term holdings, among others.

Mr. Townsend presented some benefits to investing in the program. The program is a private investment vehicle to aggregate and deploy long-term capital in Opportunity Zones that receives federal tax incentives. Those investing their capital gains in an Opportunity Fund receive stock

or a partnership interest. Other benefits include temporary deferral of inclusion in taxable income for capital gains; a step-up in basis for capital gains; and a permanent exclusion from taxable income of capital gains from the sale or exchange of an investment in an OZ Fund held for 10 years.

Mr. Townsend stated the entirety of the campus resides in an Opportunity Zone, as well as both the Millington and Lambuth campuses. He then discussed some next steps, including exploring the establishment of creating a University of Memphis Opportunity Zone Fund, which would provide the vehicle to attract private investments from national sources; commence with a returns analysis for prospective project investments within the zones to essentially develop a portfolio; source investment opportunities nationally; identify project investment portfolios, both with social and high-return impacts; and commence with a national marketing effort.

#### **VIII. UPDATE ON VISION FOR RESIDENCE LIFE**

Chairman Graf recognized Dr. Darrel Ray, Vice President for Student Affairs, to provide an update on the vision for Residence Life.

Dr. Ray began by discussing the core objective the division has for residence life is to offer high quality residential facilities that showcase the merger of academic and personal development to transform students' experience at the University of Memphis. Over his first year at the University, Dr. Ray has made several administrative modifications, including elevated position to Assistant Vice President to become a direct report; staffed the vacant Marketing and Communications position; converted the Associate Director to Director level position; and adding an Assistant Director for Training and Academic Initiatives. He then reviewed the total occupancy (2,565) for both the main campus and Park Avenue campus. He stated the goal is to explore funding opportunities and placement opportunities for growth and find other places for on-campus housing to better serve students. Dr. Ray then presented a planning time, which includes conduction research, both internal and external; ensuring capacity to accommodate more second-year students; examining campus footprint to identify best places for growth; looking at key state agencies to confirm processes; determining potential funding models available; and providing the initial findings to the Board at the March meeting.

#### **IX. REPORT AND RECOMMENDATIONS OF THE ACADEMIC, RESEARCH AND STUDENT SUCCESS COMMITTEE**

Chairman Graf recognized Trustee David North to give the report and recommendations of the Academic, Research and Student Success Committee.

Trustee North began by presenting to initiatives the Committee discussed in its meeting:

- The dual enrollment concept and how important it is to recruiting. President Rudd presented the initiative and recommended a strategic review to develop a plan on how the University may enhance dual enrollment, which the Committee was supportive of.
- The Doctor of Osteopathic Medicine Program. President Rudd also presented this initiative and recommended a study to create this program at the Lambuth campus.

The Committee discussed the critical focus of medicine and health programs at Lambuth and how there is a need within the state and the community. The Committee was supportive of the study.

**X. REPORT AND RECOMMENDATIONS OF THE AUDIT COMMITTEE**

Chairman Graf recognized Trustee Carol Roberts to give the report and recommendations of the Audit Committee.

Trustee Roberts summarized the presentations made by Vicki Deaton, Chief Audit Executive. The presentations included an update on audit investigations, as well as the status of those audits that were conducted but had additional follow up; an overview of external audits that were conducted of the University of Memphis Foundation and the University of Memphis Research Foundation (both clean with good opinions); the Internal Audit 2018 Year-End Report, which also included a good discussion of the procedures and processes on the way things get reported; the need for a Quality Assessment, which is being put together by Ms. Deaton and her team; and a report on the University's efforts to monitor and promote the educational success of student-athletes.

**XI. REPORT AND RECOMMENDATIONS OF THE GOVERNANCE AND FINANCE COMMITTEE**

Chairman Graf gave the report and recommendations of the Governance and Finance Committee.

Chairman Graf began with the Committee's recommendation to approve the naming of the new rifle facility as the Robert F. Fogelman II Family Rifle Range. Chairman Graf made the motion, which was properly seconded. The motion was unanimously approved.

Chairman Graf next summarized the creative cash management presentation presented by Raaj Kurapati, Chief Financial Officer. He stated it will make the University more money, but the University will have to take a little bit more risk in terms of some maturities.

Lastly, Chairman Graf previewed Mr. Kurapati's presentation on streamlining the tuition process. He then recognized Mr. Kurapati to make a brief presentation about tuition. Mr. Kurapati stated the purpose is to create a simplified tuition fee structure that demonstrates the primary commitment to keeping costs low for Tennessee students, while also staying competitive with peers for out-of-state and international students. He reviewed a few priorities, including aiming to continue to keep costs low for Tennessee residents by diversifying revenue sources and growing our overall student base. The overall proposal is to create a four-tiered tuition and fee structure with the tiers being in-state tuition (no change), non-TN resident fee, international fee, and UofM Global tuition (no change); the fees were determined with a few considerations in mind.

At the conclusion of Mr. Kruapati's presentation, Chairman Graf recognized President Rudd to give an overview of the marketing impact of this proposal and what he sees as the result. President Rudd stated we currently have limited national reach, but this positions us to continue to grow at the state level and expand our national reach and become a national university. This dovetails with our efforts to become a Carnegie I institution. The proposal also involves continuing improvement in selectivity, which also improves the graduation rate, and helps to grow the tax base and good citizens for Memphis and Tennessee. President Rudd opined that the timing is optimal and the opportunity is a good one.

Chairman Graf made the motion, but asked Secretary Murry to read it. Secretary Murry read the motion as a four-tiered tuition structure, consisting of a resident, non-resident, international, and UofM Global rate, and set non-resident and international rates as outlined in the tuition proposal, with the caveat that implementation may be delayed based on additional analysis, which will be brought to the Governance and Finance Committee as an informational item. The motion was properly seconded and unanimously approved.

## **XII. ADDITIONAL BUSINESS**

There was no new or additional business of the Board.

Chairman Graf announced the next meeting would be December 5, 2018, at the Lambuth campus.

## **XIII. ADJOURNMENT**

The Board meeting was adjourned at 12:30 p.m. CDT.



## 4. President's Update

Presented by M. David Rudd



# 5. Impact of Career Services

Presented by Darrell Ray

# The University of Memphis Board of Trustees

Presentation

For Information

**Date:** December 5, 2018

**Presentation Title:** Career Services Redesign

**Presented by:** Darrell C. Ray, PhD, Vice President for Student Affairs

## **Synopsis:**

During the previous academic year, the University approved a pilot to expand the Career Services staffing. The model called for academic colleges to be grouped into talent communities facilitated by an embedded Career Services Specialist. The specialist role was designed to work directly with faculty and students to infuse career programming and outreach based on specific areas. The pilot has proven successful, and, through the University's SRI budgeting process, four additional positions were approved. The expanded staffing structure positions the University to work intentionally with students so that they take prompt action around career exploration, academic program selection, internships, and the interview process.

National data from a presentation by the Gallup Organization provides indicators of the national direction of career planning and provides insight on student perceptions of what they need and what they should be receiving. The current model being implemented at the University of Memphis places us ahead of many peers nationally.

# *Career Services Redesign*

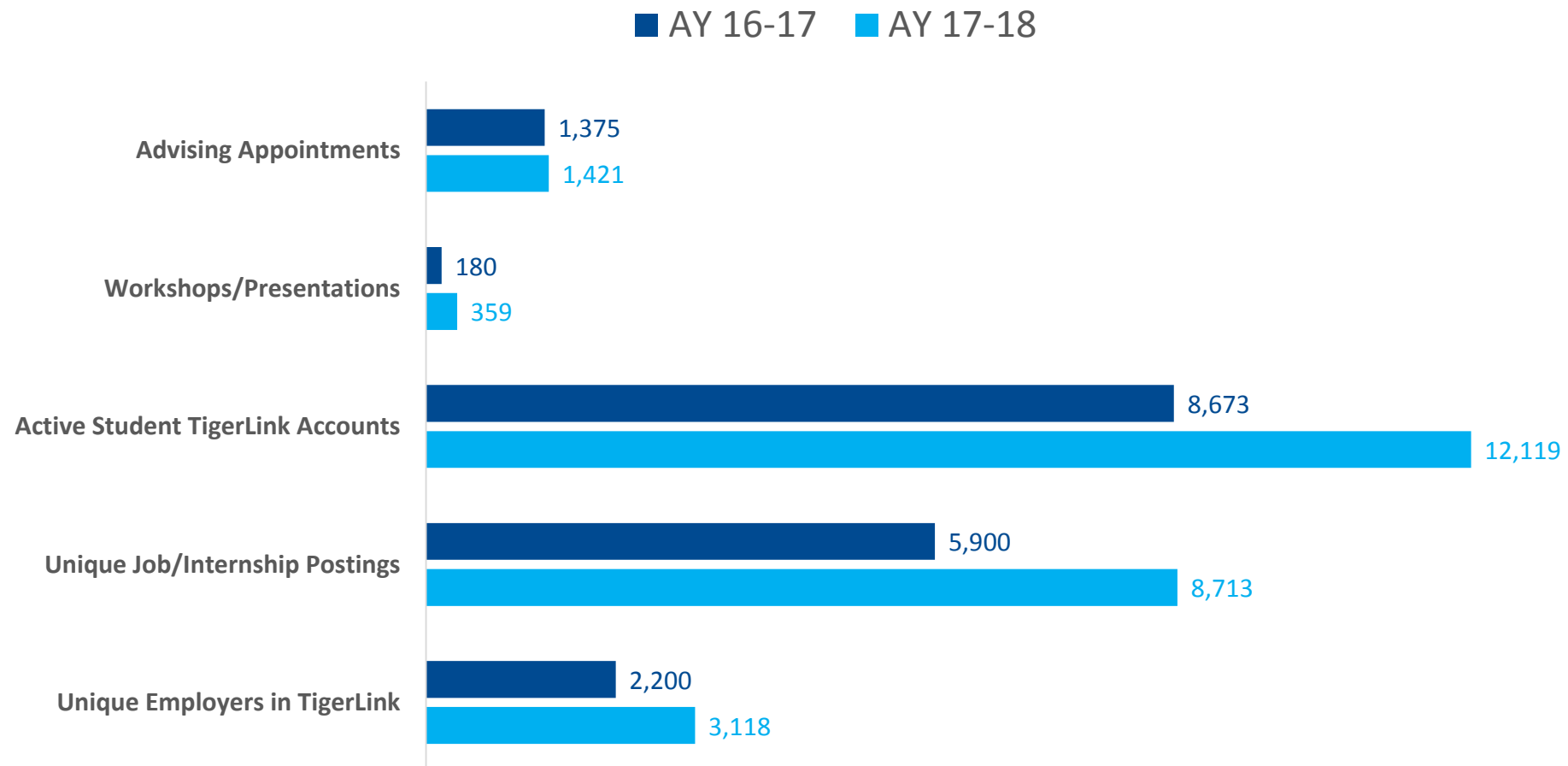
## *Board of Trustees*

Dr. Darrell Ray  
Vice President for Student Affairs

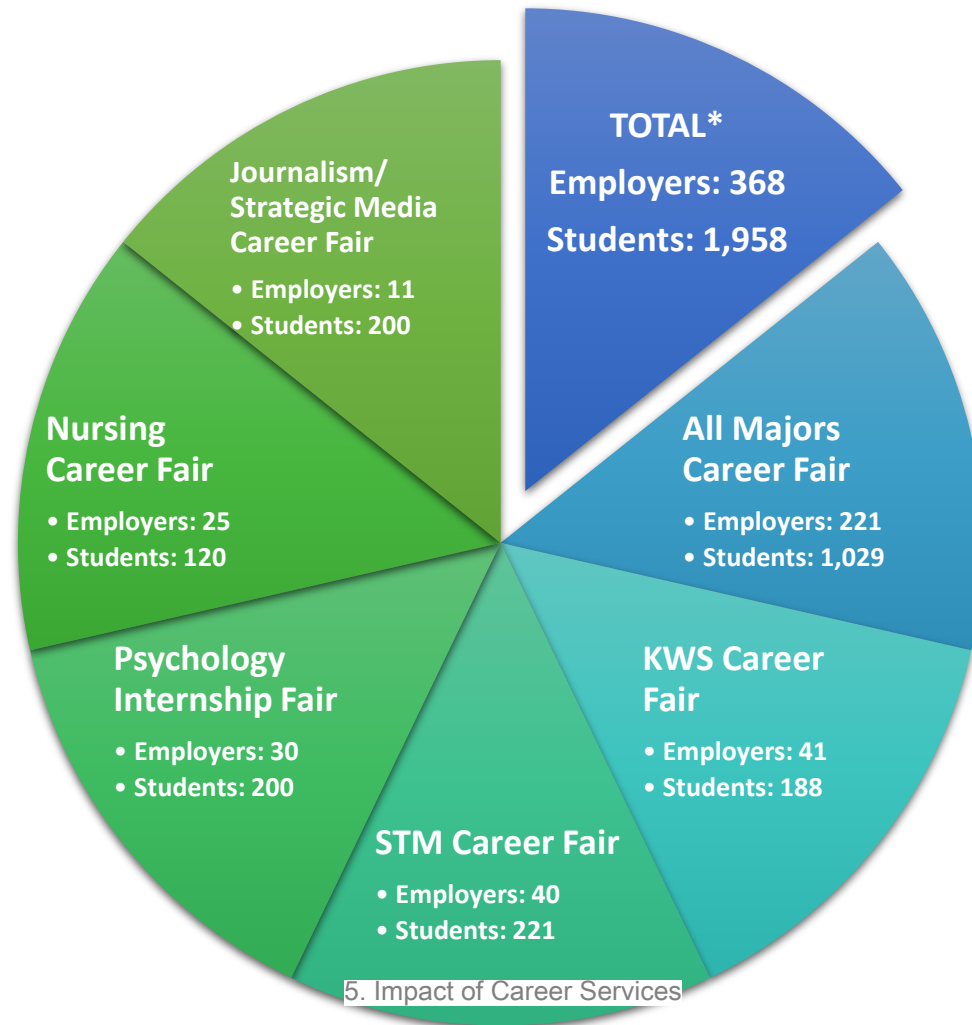
December 5, 2018  
Wilder Student Union  
UofM Lambuth



## STUDENT CAREER PREPARATION AND OPPORTUNITIES



# Tiger Talent Meets Opportunity



5. Impact of Career Services

# Employer Partnerships At A Glance

- **International Paper VIP Event**

- On- and off-campus recruiting events resulting in full-time and internship opportunities in Finance, IT and Supply Chain
- Collaboration with Colleges of Business and Engineering

- **IHG (Intercontinental Hotels Group) First Look**

- Exclusive professional networking opportunity at IHG Americas HQ in Atlanta for KWS students
- Learn about IHG and future career opportunities
- KWS student selected for Summer 2018 internship in London

- **STEM Corporate Engagement Team**

- Recruiters engage in professional development programming and facilitate career, internship research and job shadow opportunities





# Student Leadership & Professional Competencies

- Successful collaboration with Office of Student Leadership and Involvement
- Identified six critical clusters to address disparities in student career readiness
- Hosted first SLPC Conference on November 2, 2018
  - **Roughly 300 students engaged in half-day professional development event to learn skills employers desire in new graduates**



**Student Leadership and Professional Competencies Conference**

Engage in an afternoon of leadership development and career preparation.

**Nov. 2 | NOON–4:45 PM | UC**  
*Check in begins at 11:30 AM*

For more information or to register:  
[memphis.edu/studentinvolvement/communityengagement/pbc.php](http://memphis.edu/studentinvolvement/communityengagement/pbc.php)

**TC** Teamwork & Collaboration  
**LR** Learning & Reasoning  
**PS** Professional & Strategic Planning  
**CD** Communication & Digital Technology  
**SP** Self-Awareness & Personal Behavior  
**LC** Leadership & Civic Responsibility


*“Words cannot express my gratitude...We have to get the word out about Career Services on campus. This is what we need, going to college and getting a job. The resources your program provides is nothing short of amazing...Thanks again for everything. I am spreading the word about Career Services.”* **Social Sciences Talent Community Student**

*STEM Career Development services are not only beneficial to my personal professional development but also excite me about the heights these services will achieve. Despite having been to only a handful of sessions, I have received knowledge and advice that I know will make me more competitive in comparison to my peers. It is quintessential that programs like those provided by STEM Career services remain at the University of Memphis. This gives our students the best opportunities to become top notch candidates for prospective jobs. Finally, programs like these help trademark our school. Even today, High School students continue to ask me what made me choose the UofM. Thus, to proudly inform them of how equipped they will be for post collegiate occupations due to these programs will help elevate the desirability of our school in the eyes of future STEM students. Due to the abundance of benefits provided by these programs, then, it is imperative that STEM Career Development and the "Get Hired" STEM Academy remain integral components of the University of Memphis.*  
**STEM Talent Community Student**

*Thank you, for the time and dedication you all exhibit to the Hospitality Industry. Undeniably, without Mrs. Soifer's and Mrs. Lopez's love for the job, I would not have become the Westin's downtown night audit employee, with no experience. The Career Fair has changed my life in a way I could have never imagine. The Career Fair has become a part of my life. The most rewarding future event of my life is to become the greatest contributor to the annual Career Fair, as a corporation. They day I am most anticipating is the day I am able to give an inexperienced hospitality student a chance. Thankful for the opportunity to represent excellence in the hospitality industry. I chose this major to pursue my dream of becoming an independent owner of a small district boutique hotel. My hotel will embrace southern history. Memphis being one of the most well-known tourist destinations, my goal is to make list as a Kemmons Wilson HPRM graduate. With two more years of education, I am anticipating infinite success in the world of Hospitality. Mrs. Lopez's patience and concern gave me confidence in my resume I never had. Her eloquent wisdom is phenomenal...*

***KWS Talent Community Student***

- Partner with Academic Advisors and host events that assist students with exploring careers related to majors
- Collaborate with Library to offer professional development training on site
- Work with Development Officers to generate opportunities for students
- Represented on Student Success Teams
- Career Specialists actively engaged with faculty in integrating career and professional development into curriculum

*“It’s been immensely successful for us...Kemmons Wilson School has a high satisfaction rate with career development-type items... Needless to say, we’re sold on it.”*

*Dr. Radesh Palakurthi  
Dean  
Kemmons Wilson School of Hospitality  
& Resort Management*

*“...Having a dedicated professional in our college to assist our students in their career preparation and career development is an invaluable complement to the academic preparation and guidance...This is a key part of what students and parents want to expect from us at the University of Memphis and we are proud to partner with Career Services in helping to provide that.”*



## 6. ACE

Presented by Colton Cockrum

# The University of Memphis Board of Trustees

Presentation  
For Information

**Date:** December 5, 2018  
**Committee:** Board of Trustees  
**Presentation Title:** ACE – Academic Coaching for Excellence  
**Presented by:** Dr. Colton Cockrum, Assistant Vice Provost



# *Academic Coaching for Excellence (ACE)*

Dr. Colton Cockrum

December 5, 2018

Wilder Student Union

UofM Lambuth



**Board of Trustees**

# What is Academic Coaching?

## - *Quality Enhancement Plan for SACSCOC*

*One-on-one interaction with freshman and sophomore students on Academic Warning focusing on strengths, goals, study skills, engagement, academic planning, and performance.*

### Staff:

1 Director (Dr. Meghan Pfeiffer) and 11 Graduate Assistants from counseling and higher education/student personnel backgrounds.

### Coaching Role:

- Assist students by holding academically oriented meetings on a bi-weekly basis for 45 minutes to improve students' retention and success.

- *Time management*
- *Organization*
- *Study strategies*
- *Connection to resources*
- *Improving academic self-efficacy*
- *Resiliency*



- ACE provided over 3,000 appointments
  - *Set records in number of students attended, number of students returned to Good Standing, and highest average term GPA.*
- More than 350 students reached five or more appointments.
- This group, compared to students who did not attend five times, achieved the following:
  - Averaged a term GPA above a 2.00
    - Over 1-point improvement in term GPA
  - Earned approximately twice as many hours as the comparison group.
  - Retained at a rate that almost doubled the comparison group.
  - More than half of these students returned to Good Standing after one term.

- Two dissertations have been written on ACE
- OIR's effort to compile longitudinal data
- QEP Impact Report – SACSCOC 5<sup>th</sup> Year Interim Report



# 7. Report and Recommendations of the Academic, Research and Student Success Committee

Presented by David North





## **7.1. Middle School**

For Approval

Presented by David North

# The University of Memphis Board of Trustees

Recommendation

For Approval

**Date:** December 5, 2018  
**Committee:** Academic, Research & Student Success Committee  
**Recommendation:** Delegate authority to the President to contract with the local school board to provide a middle school at the University of Memphis  
**Presented by:** President M. David Rudd

## **Background:**

A steering committee has been created to explore the expansion of the University of Memphis Campus School with the creation of a middle school. Drawing on the experience and insight of Memphis-area teachers, parents and community leaders, the steering committee has been responsible for developing a vision statement to guide all aspects of the new school, including curriculum, student culture, facility planning and hiring. The committee will also guide the implementation of the vision during the first year of the school's operation.

The University is looking to house the middle school in the buildings of the former St. Anne Catholic School at Highland and Spottswood, which will physically extend the main campus and reinforce existing efforts to enhance the southern side of the University. Further, the middle school will work as a bridge between the University and the community, strengthening the ties between our campus and the diverse neighborhoods around us. Per law, the University acting through its governing board is authorized to contract with the county or city board of education to provide for a training school.

## **Committee Recommendation:**

The Academic, Research & Student Success Committee recommends the delegation of authority to the President to contract with the local school board to provide a middle school at the University of Memphis, pursuant to T.C.A. § 49-8-105.

## **7.2. Residence Life Rule**

For Approval

Presented by David North

# The University of Memphis Board of Trustees

Recommendation

For Approval

**Date:** December 5, 2018  
**Committee:** Academic, Research, & Student Success  
**Recommendation:** Approval of Residence Life Rule  
**Presented by:** Darrell C. Ray, PhD, Vice President for Student Affairs

## **Background:**

Student Affairs has reviewed processes and drafted the rules related Residence Life. Residence Life rules outline the policies and operating procedures for the department.

## **Committee Recommendation:**

The Academic, Research, & Student Success Committee recommends approval of the Residence Life rule.

Rules of  
University of Memphis

Chapter 0240-10-02  
Student Housing  
New Chapter

Table of Contents is added to Chapter 0240-10-02 Student Housing and shall read as follows:

0240-10-02-.01 Definitions  
0240-10-02-.02 Eligibility  
0240-10-02-.03 Housing Contracts  
0240-10-02-.04 Installment Payment Plan  
0240-10-02-.05 Termination, Cancellation and Refunds  
0240-10-02-.06 Conduct and Right to Enter  
0240-10-02-.07 Appeals

0240-10-02-.01 Definitions is added to Chapter 0240-10-02 Student Housing and shall read as follows:

0240-10-02-.01 Definitions

(1) Residence hall. Any University of Memphis (“the University”) managed or affiliated student residence facility, including traditional residence buildings and apartments. They do not include individual fraternity or sorority housing.

(2) Resident(s). Any University student who has executed a Housing Contract to live in a residence hall and received an assignment.

(3) Student(s). A person admitted, enrolled or registered for study at the University, either full-time or part-time, pursuing undergraduate, graduate, or professional studies, as well as non-degree seeking students.

Authority: T.C.A. § 4-5-102(12)(E)(ii); T.C.A. § 49-8-203(a)(1)(D).

0240-10-02-.02 Eligibility is added to Chapter 0240-10-02 Student Housing and shall read as follows:

0240-10-02-.02 Eligibility

(1) To be eligible to reside in University residence halls students must be fully admitted to the University or conditionally admitted students in a degree program at the University.

(2) Applicants for Graduate and Student Family Housing must be either:

(a) married and/or a single parent (have legal custody of a dependent); or

(b) a single graduate student.

(3) All students shall have an equal opportunity to reside in student residence halls regardless of race, gender, marital status, creed, color, national origin, or disability.

(4) No person who is registered, or required to register, as a sex offender will be eligible to reside in University residence halls.

(5) All students under the age of twenty-two (22) who reside in University residence halls must provide proof of adequate immunization against meningococcal disease as required by state law unless they have a valid exemption.

(6) Students who fail to provide proof of adequate immunization will not be allowed to reside in University residential halls unless they have a valid exemption.

(7) Any exceptions to the eligibility requirements must be approved by the Director of Residence Life or their designee.

Authority: T.C.A. § 4-5-102(12)(E)(ii); T.C.A. § 49-8-203(a)(1)(D); T.C.A. § 49-7-124; T.C.A. § 49-7-162.

0240-10-02-.03 Housing Contracts is added to Chapter 0240-10-02 Student Housing and shall read as follows:

#### 0240-10-02-.03 Housing Contracts

(1) To live in University residence halls, a completed application must be submitted. Receipt of the housing application does not guarantee assignment to any residence hall and the Director of Residence Life reserves the right to refuse any housing application.

(2) A student who applies to reside in a residence hall shall, as a condition to residing in the residence hall, sign a Housing Contract prepared by the University that establishes the terms and conditions of the student's occupancy of the residence hall.

(3) The Housing Contract, which will be in a paper or electronic format, will address the following non-exclusive list of subjects:

- (a) Term (length) of the agreement;
- (b) Cancellation of the agreement;
- (c) Amounts, billing, payment, and refunds of housing fees, security; deposits, and damage and cleaning fees;
- (d) Assignment and reassignment of rooms;
- (e) Policies and procedures governing the use and safety of the residence hall and conduct within the residence hall;
- (f) Rights of entry to rooms;
- (g) Loss of or damage to the student's personal property;
- (h) Loss of or damage to University property;
- (i) Alterations, additions, or improvements to rooms;
- (j) Animals;
- (k) Prohibited activities;
- (l) Visitation;
- (m) Prohibition on assignment and subleasing by the student;
- (n) Termination of the agreement by either the student or the University, and options for the student to appeal the termination; and/or

(o) Other reasonable and necessary subjects determined by the Director of Residence Life and University leadership.

Authority: T.C.A. § 4-5-102(12)(E)(ii); T.C.A. § 49-8-203(a)(1)(D).

0240-10-02-.04 Installment Payment Plan is added to Chapter 0240-10-02 Student Housing and shall read as follows:

0240-10-02-.04 Installment Payment Plan

- (1) Students may voluntarily enroll in the Installment Payment Plan (IPP) at the beginning of each semester.
- (2) Students enrolled in this plan shall be assessed an IPP administrative fee of no greater than \$50 for each semester enrolled in the plan. This charge shall be due and payable at registration.
- (3) All financial aid awarded must first be applied toward payment of mandatory fees. The remaining balance after financial aid and discounts are applied will be divided into equal payments with the final payment due the first day of the last month of the applicable term.
- (4) A late payment charge in the amount of \$25 will be assessed on each installment that is not received by the University on or before the due date.
- (5) Request for readmittance to the University will be denied to any student who participated in the IPP and who left the University without paying all charges pursuant to the program. Students will not be eligible for readmittance until all delinquent charges and interest on the charges are paid in full.

Authority: T.C.A. § 49-8-113; T.C.A. § 49-8-203(a)(1)(D).

0240-10-02-.05 Termination, Cancellation and Refunds is added to Chapter 0240-10-02 Student Housing and shall read as follows:

0240-10-02-.05 Termination, Cancellation and Refunds

- (1) The University may terminate any Housing Contract in the event of any of the following nonexclusive reasons:
  - (a) Disciplinary action or violation of University policy;
  - (b) Withdrawal from the University;
  - (c) Failure to maintain eligible student status;
  - (d) Violation of any term of the Housing Contract;
  - (e) Violation of any applicable law or University rule, policy or procedure; or
  - (f) Change in marital or familial status.
- (2) Residents may terminate their Housing Contract in accordance with the contract provisions.
- (3) Residents whose Housing Contract is subject to termination will receive notice in writing of the reasons for termination and be given an opportunity to respond.
- (4) Any resident who fails to make timely payment of all fees due under the terms of the Housing Contract will be liable for all expenses of collection, including court costs and attorneys' fees.

(5) Refunds will be made consistent with University policies or procedures related to refunds of student fees.

Authority: T.C.A. § 4-5-102(12)(E)(ii); T.C.A. § 49-8-203(a)(1)(D).

0240-10-02-.06 Conduct and Right to Enter is added to Chapter 0240-10-02 Student Housing and shall read as follows:

0240-10-02-.06 Conduct and Right to Enter

(a) In addition to the terms of the Housing Contract, residents must also comply with all University of Memphis published policies including the Code of Student Conduct. Violations of the contract and the Code of Student Conduct may result in termination of the Housing Contract.

(b) Residents are responsible for the conduct of their guests. It is the responsibility of the resident to make sure that the guest understands and abides by all Housing and University regulations. If a guest is involved in any violations of University or Housing regulations, the hosting resident, as well as the guest, may be subject to disciplinary action, including termination of the Housing Contract.

(c) The University reserves the right to enter any residence hall unit or apartment at all reasonable times to inspect for maintenance, health, safety or emergency purposes. Searches may be authorized anytime there is reasonable cause to believe that there is a health or safety concern or in accordance with federal and state law.

Authority: T.C.A. § 4-5-102(12)(E)(ii); T.C.A. § 49-8-203(a)(1)(D).

0240-10-02-.07 Appeals is added to Chapter 0240-10-02 Student Housing and shall read as follows:

0240-10-02-.07 Appeals

(a) Residents may appeal the termination of the Housing Contract to the Director of Residence Life or their designee by filing a written appeal within two (2) business days of the notice of termination.

(b) Within two (2) business days of receipt of the appeal, the Director of Residence Life or their designee will notify the resident of the decision in writing to their official University email address or other provided email address. The decision of the Director of Residence Life or their designee is final.

Authority: T.C.A. § 4-5-102(12)(E)(ii); T.C.A. § 49-8-203(a)(1)(D).



## **7.3. Immunization Rule**

For Approval

Presented by David North

# The University of Memphis Board of Trustees

Recommendation

For Approval

**Date:** December 5, 2018  
**Committee:** Academic, Research & Student Success  
**Recommendation:** Approval of Immunization Rule  
**Presented by:** Darrell C. Ray, PhD, Vice President for Student Affairs

**Background:**

Student Affairs has reviewed processes and drafted the rules related to Immunizations. The immunization rule falls under the purview of the Student Health Center.

**Committee Recommendation:**

The Academic, Research, & Student Success Committee recommends approval of the Immunization rule.

Rules of  
University of Memphis

Chapter 0240-10-01  
Student Immunization Requirements  
New Chapter

Table of Contents is added to Chapter 0240-10-01 Student Immunization Requirements and shall read as follows:

0240-10-01-.01 Purpose  
0240-10-01-.02 General Exemptions  
0240-10-01-.03 Measles, Mumps, Rubella (MMR)  
0240-10-01-.04 Varicella (Chicken Pox)  
0240-10-01-.05 Meningococcal Disease  
0240-10-01-.06 Hepatitis B  
0240-10-01-.07 College of Nursing and Allied Health Professions  
0240-10-01-.08 Proof of immunization

0240-10-01-.01 Purpose is added to Chapter 0240-10-01 Student Immunization Requirements and shall read as follows:

0240-10-01-.01 Purpose

(1) The purpose of this section is to establish a uniform policy for immunization requirements for students of the University of Memphis (“the University”). These rules are subject to any superseding federal or state law and are not to be construed as limiting the University in other areas.

Authority: T.C.A. § 49-8-203(a)(1)(E).

0240-10-01-.02 General Exemptions is added to Chapter 0240-10-01 Student Immunization Requirements and shall read as follows:

0240-10-01-.02 General Exemptions

(1) The following students are exempted from all immunization requirements:

(a) Students enrolling in a course of study that is exclusively online and does not involve any experiential component.

(b) Students enrolled in a dual enrollment program offered on the site of a local education authority or secondary school.

(c) Students may be exempted where a physician licensed by the Board of Medical Examiners, the Board of Osteopathic Examiners, or a health department certifies in writing that a particular vaccine is contraindicated for one (1) of the following reasons:

1. The student meets the criteria for contraindication set forth in the manufacturer’s vaccine package insert; or
2. The student meets the criteria for contraindication published by the Centers for Disease Control (CDC) or the Advisory Committee on Immunization Practices (ACIP); or
3. In the best professional judgment of the physician, based upon the student’s medical condition and history, the risk of harm from the vaccine outweighs the potential benefit.

(d) Where a parent or guardian, or, in the case of an adult student, the student, provides the University with a written statement, affirmed under the penalties of perjury, that the vaccination conflicts with the religious tenets and practices of the parent or guardian or, in the case of an adult student, the student.

(e) Any other regulatory, statutory, or legal exemption.

Authority: T.C.A. § 49-8-203(a)(1)(E), T.C.A. § 49-7-124(c).

0240-10-01-.03 Measles, Mumps, Rubella (MMR) is added to Chapter 0240-10-01 Student Immunization Requirements and shall read as follows:

0240-10-01-.03 Measles, Mumps, Rubella (MMR)

(1) General requirement: All full-time students admitted to the University of Memphis must provide proof of immunization for measles, mumps, and rubella prior to class registration.

(2) Exemptions: In addition to the general exemptions in 0240-10-01-.02, the following students are exempted from the MMR immunization requirement:

(a) Students born before January 1, 1957;

(b) Undergraduate students who graduated from a Tennessee high school in May 1999 or thereafter.

Authority: T.C.A. § 49-8-203(a)(1)(E), T.C.A. 49-7-124(g).

0240-10-01-.04 Varicella (Chicken Pox) is added to Chapter 0240-10-01 Student Immunization Requirements and shall read as follows:

0240-10-01-.04 Varicella (Chicken Pox)

(1) General requirement: All full-time students admitted to the University of Memphis must provide proof of immunization for varicella prior to class registration.

(2) Exemptions: In addition to the general exemptions in 0240-10-01-.02, the following students are exempted from the Varicella immunization requirement

(a) Students born before January 1, 1980;

(b) Undergraduate students who graduated from a Tennessee high school June 1, 2016 or thereafter.

Authority: T.C.A. § 49-8-203(a)(1)(E), T.C.A. § 49-7-124(g).

0240-10-01-.05 Meningococcal Disease is added to Chapter 0240-10-01 Student Immunization Requirements and shall read as follows:

0240-10-01-.05 Meningococcal Disease

(1) All students under the age of twenty-two (22) who reside in University of Memphis residential facilities must provide proof of adequate immunization against meningococcal disease as required by state and/or federal law. Students who fail to provide proof of adequate immunization will not be allowed to move into University of Memphis residential facilities.

Authority: T.C.A. § 49-8-203(a)(1)(E), T.C.A. § 49-7-124(g).

0240-10-01-.06 Hepatitis B is added to Chapter 0240-10-01 Student Immunization Requirements and shall read as follows:

0240-10-01-.06 Hepatitis B

(1) Hepatitis B immunizations are not required but are strongly recommended. All new incoming students will be provided with information concerning hepatitis B disease in accordance with state law and regulation.

(2) During the registration process each new incoming student will complete a waiver form indicating receipt of the information and acknowledging that the University has provided the information required in this section.

Authority: T.C.A. § 49-8-203(a)(1)(E), T.C.A. § 49-7-125.

0240-10-01-.07 College of Nursing and Allied Health Professions is added to Chapter 0240-10-01 Student Immunization Requirements and shall read as follows:

0240-10-01-.07 College of Nursing and Allied Health Professions

(1) All students admitted into the College of Nursing or any allied health professions program must also have the following vaccinations in accordance with current Center for Disease Control (CDC) guidelines:

(a) tetanus, diphtheria, pertussis (Tdap)

(b) polio

(c) influenza

(d) hepatitis B

(d) any other immunization required for healthcare personnel as issued by the CDC.

Authority: T.C.A. § § 49-8-203(a)(1)(E), T.C.A. § 49-7-124.

0240-10-01-.08 Proof of immunization is added to Chapter 0240-10-01 Student Immunization Requirements and shall read as follows:

0240-10-01-.08 Proof of immunization

(1) Proof of immunization may include:

(a) Completed Certificate of Immunization form signed by a health care provider;

(b) Official health department or medical provider immunization card or shot record;

(c) Military form DD214;

(d) Active Military – ID must be provided;

(e) Official documentation from a prior college or university; or

(f) Any other proof deemed appropriate by the Student Health Center and allowed by state law or regulation.

Authority: T.C.A. § 49-8-203(a)(1)(E), T.C.A. § 49-7-124(g).



## 8. Report and Recommendations of the Audit Committee

Presented by Susan Springfield





# 9. Report and Recommendations of the Governance and Finance Committee

Presented by Alan Graf



# 9.1. Naming of Student Ventures Hub

For Approval

Presented by Alan Graf

# The University of Memphis Board of Trustees

Recommendation

For Approval

**Date:** December 5, 2018

**Committee:** Governance and Finance Committee

**Recommendation:** Approval to rename the Defense Audit Building as the Student Ventures Hub

**Presented by:** Dr. Jasbir Dhaliwal, Executive Vice President for Research and Innovation

**Background:**

The Division of Research & Innovation is requesting the renaming of the Defense Audit Building on the South Campus to the "Student Ventures Hub." This building is slated to become the focal point for all of the University's efforts pertaining to bringing jobs for students to campus to help professionalize them for the modern workplace.

**Committee Recommendation:**

The Governance and Finance Committee recommends approval to rename the Defense Audit Building as the Student Ventures Hub.

## 9.2. Naming of UofM International Center

For Approval

Presented by Alan Graf

# The University of Memphis Board of Trustees

Recommendation

For Approval

**Date:** December 5, 2018

**Committee:** Governance and Finance Committee

**Recommendation:** Approval to Rename the Panhellenic Building as the International Center

**Presented by:** Dr. Jasbir Dhaliwal, Executive Vice President for Research and Innovation

**Background:**

The UofM Graduate School is requesting the renaming of the Panhellenic Building on the Main Campus to the "International Center." This University has consolidated all its offices serving international students to be in this building to bring a stronger focus to the recruitment and integration of international students into campus life. This change will better reflect the new use of the building and help provide a focal point for the University's internationalization efforts.

**Committee Recommendation:**

The Governance and Finance Committee recommends approval to rename the Panhellenic Building as the International Center.

## 9.3. Naming of CommuniTech Research Park

For Approval

Presented by Alan Graf

# The University of Memphis Board of Trustees

Recommendation

For Approval

**Date:** December 5, 2018

**Committee:** Governance and Finance Committee

**Topic:** Approval to rename the Highland Library to CommuniTech Research Park

**Presented by:** Dr. Jasbir Dhaliwal, Executive Vice President for Research and Innovation

**Background:**

The Division of Research & Innovation is requesting the renaming of the old city library building on Highland Street to “CommuniTech Research Park.” The building lay unused for many years and is now being recommissioned into the first location for the University’s research park. Ribbon-cutting is slated for January 17 with the University’s research partners moving in during December 2018. This strengthens the University’s effort to directly contribute to economic development in its neighborhood and region.

**Recommendation:**

The Governance and Finance Committee recommends approval to rename the Highland Library as the CommuniTech Research Park.



## **9.4. FY 2018-2018 Revised Budget**

For Approval

Presented by Alan Graf

# The University of Memphis Board of Trustees

Recommendation

For Approval

**Date:** December 5, 2018

**Committee:** Governance and Finance Committee

**Recommendation:** Approval of FY2019 Revised Budget

**Presented by:** Raaj Kurapati, Chief Financial Officer

**Background:**

The University of Memphis revises the Proposed (Initial) Budget each fall to update revenue and expenditure projections. The FY2019 Revised Budget takes into consideration fall enrollments, the effect of any prior year's activities carried forward into the current year, and adjustments in state appropriations occurring since the FY2019 Proposed Budget was prepared and approved in June 2018.

The FY2019 Educational and General (E&G), Auxiliary Enterprises and Restricted revised budgets are within available resources. The Revised Budget complies with all applicable policies and guidelines. Therefore, the University recommends approval of the Revised FY2019 Budget.

**Committee Recommendation:**

The Governance and Finance Committee recommends approval of the FY2019 Revised Budget.

## 9.5. Tuition Transparency and Accountability Act - New Board Policy, Consideration of Increases in Tuition and Mandatory Fees

For Approval

Presented by Alan Graf

# The University of Memphis Board of Trustees

Recommendation

For Approval

**Date:** December 5, 2018

**Committee:** Governance and Finance Committee

**Recommendation:** New Board Policy - Consideration of Increases in Tuition and Mandatory Fees

**Presented by:** Raaj Kurapati, Chief Financial Officer

**Background:**

The State of Tennessee enacted T.C.A. § 49-7-1601 et seq., the Tuition Transparency and Accountability Act, with an effective date of July 1, 2018.

To comply with this act, we are proposing the creation of a board policy which will establish guidelines regarding the recommendation and approval of tuition and mandatory fee increases.

**Committee Recommendation:**

The Governance and Finance Committee recommends approval of this new board policy, Consideration of Increases in Tuition and Mandatory Fees, to comply with T.C.A. § 49-7-1601 et seq., the Tuition Transparency and Accountability Act. Further, the Committee recommends approval of the delegation of authority to the University to develop the processes and procedures needed to comply with this policy.

## 9.6. Ground Lease at Lambuth Campus

For Approval

Presented by Alan Graf

# The University of Memphis Board of Trustees

Recommendation

For Approval

**Date:** December 5, 2018

**Committee:** Governance and Finance Committee

**Recommendation:** Approve Ground Lease at Lambuth Campus

**Presented by:** Raaj Kurapati, Chief Financial Officer

**Background:**

The Board of Trustees Delegation of Authority Policy stipulates the Board of Trustees must approve requests for University real property and facilities leases under which the University is the lessor of University real property of facilities and the lease has a non-cancellable term exceeding one year. Further, the Board of Trustees must approve the transfer or acquisition by purchase or disposition of real property that are not within the University Master Plan.

As the Lambuth Campus has vacant land where Epworth Hall was recently demolished, the Jackson-Madison County School System has expressed interest in building a new public high school on the campus. The University desires to dispose of the property by lease, sale or gift for the building of a high school and parking lot.

**Committee Recommendation:**

The Governance and Finance Committee recommends the disposition of property located on the University of Memphis' Lambuth campus by lease, sale or gift for the building of a high school and parking lot.

# 10. Additional Business

Presented by Alan Graf





## 11. Adjournment