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2023 September 11 - University Council Agenda and Minutes

University Council, East Tennessee State University

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AGENDA
University Council
Monday, September 11, 2023
East Tennessee Room,
DP Culp Center
8:30 a.m. – 11:00 a.m.

1. Call to Order
2. Roll Call
3. Standing Items
 - 3.1. Approve minutes of the August 14, 2023 meeting
 - 3.2. Review agenda
 - 3.3. Consent agenda items:
 - EVEA Policy: Verification of Students' Eligibility for Tennessee Benefits – Kay Lennon-McGrew
 - 3.4. Call for Voluntary Reports of UC-Essential Action Items from Governance Organizations
 - 3.5. Sub-Council Reports – University Governance Organizations – Stephen Hendrix
4. Action Items
 - 4.1. Old Business
 - 4.2. New Business
5. Information Items/Presentations
 - 5.1. Voyager ERP Update – Karen King, Lori Erickson & Christy Graham
 - 5.2. Brand Strategy Presentation – Jess Vodden
6. President's Report
7. Announcements
8. Adjournment

The next meeting is scheduled for October 9, 2023 at 8:30 a.m.

University Council
Monday, August 14, 2023
East Tennessee Room

1. Call to Order

Provost Kimberly McCorkle called the meeting to order at 8:30 a.m.

2. Roll Call

Melissa Nipper led the roll call. Members present were: Bridget Baird, Dr. Ginni Blackhart, Dr. Joe Bidwell, Dr. Cheri Clavier, Dr. Joel Faidley, Ms. Joy Fulkerson, Ms. Christy Graham, Dr. Adam Green, Dr. Lisa Haddad, Dr. Nick Hagemeyer, Mr. Steven Hendrix, Dr. Mike Hoff, Dr. Keith Johnson, Dr. Sam Mayhew, Dr. Kimberly McCorkle, Dr. Brian Noland, Dr. Rob Pack, Dr. Tony Pittarese, Mr. Jeremy Ross, Dr. Richard Sander, Dr. Joe Sherlin, Mr. Trent White, and Dr. Lynn Williams.

3. Standing Items

3.1 Approve Minutes of the July 10, 2023, Meeting

A motion was made to approve the minutes from the July 10, 2023, meeting. The motion was seconded; the minutes were approved.

3.2 Review Agenda

There were no changes to the agenda.

3.3 Consent Agenda Items

There were no consent agenda items.

3.4 Call for Voluntary Reports of UC-Essential Action Items from Governance Organizations

Faculty Senate: Dr. Ginni Blackhart reported that the all-day Faculty Senate retreat will be Tuesday, August 22.

Council of Chairs: Dr. Lisa Haddad reported that the Council of Chairs membership is in place and updated on the website. She reported that the first chair training of the academic year was held last week, with more than 50 chairs in attendance. Dr. Rob Pack noted that there are plans in place to offer at least five chair training sessions during the academic year.

Staff Senate: Ms. Joy Fulkerson thanked President Dr. Brian Noland and university leadership for moving forward with an emergency policy on paid parental leave. She reported that the Staff Senate is nearly full at approximately 35 individuals. Staff Senate is also electing new officers, with David Finney, Director of Fiscal Affairs, as the incoming president beginning in September. This week, the other officers will be elected.

SGA: SGA President Trent White announced that the SGA retreat would be held in Pigeon Forge this week, where members would spend time hearing from Joy Fulkerson, Carter Warden, and Dr. Susan McCracken on a variety of topics. SGA leadership would also be working with the new senators, teaching them to write legislation and more about committee involvement.

Athletics: Dr. Richard Sander reported that four teams are currently on campus and practicing. Three teams begin competitions this week.

3.5 Sub-Council Reports

Budget and Strategic Planning Committee: Ms. Christy Graham reported that the committee has a new name: the Strategic Resource Alignment Committee. Invitations have been sent out to individuals being asked to serve on this committee, which was formed to review the budget model. The first meeting will be September 22.

4. Action Items

4.1 Old Business

There was no old business to come before the council.

4.2 New Business

There was no new business to come before the council.

5. Information Items/Presentations

5.1 Fall 2023 Enrollment Update

Dr. Heather Levesque presented enrollment projections for new students, noting that they are anticipating enrollment to be up for first-time students, down on the transfer side, and flat for dual enrollment. ETSU is at full occupancy for the residence halls and will have a record number of meal plans.

Dr. Joe Chappell presented statistics showing how the enrollment numbers are tracking to previous years. He noted that they are seeing an overall trend of activity later and later in the enrollment cycle, which makes earlier predictions much more difficult than in prior years.

Dr. Levesque reminded the council that move-in day for new students is August 23, and there are many volunteer opportunities to help students. More than 90 Quest for Success students will move in earlier in the week, and a new matriculation ceremony will be held for the Quest students, hosted by the Multicultural Center. Preview will be August 23-26. For the first time, families are invited to take part in the Preview welcome. New student convocation will take place Friday, August 25.

6. President's Report

President Noland updated the council on the current state of the university, noting that enrollment of first-time students is up, the budget is balanced, housing is full, and capital construction projects are moving forward thanks to state funding. Over the course of the summer, Gilbreath Hall has undergone a top-to-bottom renovation and steam lines have been replaced. The university is also planning a ribbon cutting at Lamb Hall. Next, the campus is looking forward to final plans for the academic building and taking down the Campus Center Building to make way for the new facility. Work also will begin on Brown Hall.

In addition to construction projects, Dr. Noland noted the continuous work taking place on the Voyager/Oracle system, budget restructuring efforts, the Academic Structure Task Force, and the General Education Task Force. He thanked those involved in these efforts.

He updated the council on the emergency parental leave policy, thanking the Faculty and Staff senates for their work on that effort and the ETSU Board of Trustees for their support.

Salary recommendations will be presented to the Board of Trustees in November. Efficiencies across campus will be invested in salary enhancements.

He mentioned that the university is tracking a legislative special session scheduled for next week as it relates to potential investments in campus safety for the institution.

7. Announcements

Dr. Keith Johnson announced that a divisive concepts town hall will be held on August 21, a Moon Shot convening will be on September 19, and the Equity and Inclusion Conference will be September 28-30.

Dr. Karin Keith encouraged the council to vote for the Campus Read and said the choice would be announced at Faculty Convocation on August 25.

Dr. Joe Sherlin announced that student worker pay would be raised this fall from \$8.25/hour to \$10/hour. He thanked SGA President Trent White for his work on this initiative and President Noland for his support.

8. Adjournment

Provost McCorkle adjourned the meeting at 9:19 a.m.



Verification of Students' Eligibility for Tennessee Benefits

Responsible Official: **Assistant Vice President
and Executive Director of
Undergraduate
Admissions**

Responsible Office: **Undergraduate
Admissions**

Policy Purpose

This policy specifies ETSU's process for verifying status as required by the Tennessee Eligibility Verification for Entitlements Act (EVEA) before providing a State Benefit.

Policy Statement

In accordance with the EVEA, state public institutions of higher education are required to verify that students seeking a State Benefit are either United States citizens or lawfully present in the United States. The Office of Undergraduate Admissions is responsible for verifying each incoming student requesting a State Benefit pursuant to the EVEA requirements.

I. Request for Verification.

The Office of Undergraduate Admissions communicates in writing to all incoming students how to submit the required documentation, as specified by the EVEA, to verify the student's domicile for the purposes of qualifying for a State Benefit. Pursuant to the EVEA, ETSU cannot approve a State Benefit until United States citizenship or lawful presence has been verified.

II. Students Responsibility.

Students should submit the required documentation to the Office of Undergraduate Admissions by the first tuition payment deadline for the applicable semester. If a student does not submit the required documentation by the census date of a semester, State Benefits cannot be provided for the applicable semester.

III. Appeals.

If a student fails to submit the required documentation to verify legal status by the deadlines indicated in this policy, the student may file an appeal. The student must follow the procedures outlined in this policy for the appeal to be considered.

IV. Consideration of Appeals.

The Assistant Vice President and Executive Director of Undergraduate Admissions or designee will consider an appeal that meets all the requirements of this policy. If a student files all required documentation for a written appeal and the documentation meets the EVEA verification requirements during the current or a past semester, then the Assistant Vice President and Executive Director of Admissions or designee may: (1) change the student's verification status for the semesters applicable to the student's appeal; and (2) may approve a retroactive refund or State Benefit as permissible by state law; however, a retroactive refund shall only be permitted for: (1) the current semester in which the appeal is filed, and (2) up to one previous semester. The Assistant Vice President and Executive Director of Undergraduate Admissions or designee decision to approve or deny the appeal is final. The Office of Undergraduate Admissions will provide a Notice of Decision to the student.

Authority: T.C.A. § 49-8-203; Tennessee Eligibility Verification for Entitlements Act; T.C.A. § 4-58-103

Defined Terms

A defined term has a special meaning within the context of this policy.

CENSUS DATE:	Fourteen (14) calendar days from the first official day of classes (note: during summer semesters the date is adjusted for condensed summer sessions and is reflect on the Office of the Registrar's website)
NOTICE OF DECISION:	A written communication from the Office of Undergraduate Admissions regarding the appeals decision.
STATE BENEFIT:	Any state benefit that requires verification pursuant to EVEA before the institution may grant the benefit (e.g. in-state tuition, lottery scholarships, academic scholarships, common market, tuition assistance or waiver benefit etc.)

Policy History

Effective Date

Original:

Revised:

Procedure

I. Student Submission Procedure for Appeal.

Student sends an email to admissions@etsu.edu with the following:

- A. Required documentation to prove the student is either a US citizen or lawfully present in the US as required by the EVEA. Acceptable types of documentation can be found at www.etsu.edu/evea;
- B. An explanation as to why the documents were not submitted prior to the census date; and
- C. The semesters to which the appeal is requested.

II. Review of Appeal.

The Assistant Vice President and Executive Director of Undergraduate Admissions or designee reviews the written appeal from the student if the appeal meets the requirements of this policy. The Assistant Vice President and Executive Director of Undergraduate Admissions or designee reviews the documentation provided to: (1) verify if lawful status exists and/or existed for previous semesters as required by the EVEA to grant a state benefit; and (2) determine if a retroactive refund or benefit may be provided. The Office of Admissions will notify the student in writing of the decision within five (5) business days of receipt of a complete written appeal with supporting documentation.

Procedure History

Effective Date

Original:

Revised:

Related Form(s) and Pages

Residency Inquiry Form:

<https://www.etsu.edu/admissions/documents/residencyinfoform.pdf>

[Office of Undergraduate Admissions Eligibility Verification](#)

Scope and Applicability

Primary: Students

Secondary: