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1-8-2024

2024 January 08 - University Council Agenda and Minutes

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AGENDA
University Council
Monday, January 8, 2024
East Tennessee Room
8:30 a.m. – 11:00 a.m.

1. Call to Order
2. Roll Call
3. Standing Items
 - 3.1. Approve minutes of the December 11, 2023 meeting
 - 3.2. Review agenda
 - 3.3. Consent agenda items:
 - Procurement Policy for Sponsored Programs (attached)
 - 3.4. Call for Voluntary Reports of UC-Essential Action Items from Governance Organizations
 - 3.5. Sub-Council Reports – Quality and Effectiveness Sub-Council – Dr. Cheri Clavier
4. Action Items
 - 4.1. Old Business
 - 4.2. New Business
5. Information Items/Presentations
6. Announcements
7. Adjournment

The next meeting is scheduled for February 12, 2024 at 8:30 a.m.

University Council
Monday, January 8, 2024
East Tennessee Room

1. Call to Order

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

2. Roll Call

Melissa Nipper led the roll call. Members present were: Dr. Ginni Blackhart, Dr. Joe Bidwell, Dr. Bill Block, Dr. Cheri Clavier, Mr. David Finney, Ms. Joy Fulkerson, Ms. Christy Graham, Dr. Adam Green, Dr. Nick Hagemeyer, Mr. Steven Hendrix, Dr. Mike Hoff, Dr. Keith Johnson, Dr. Chris Keller, Dr. Karen King, Dr. Dharendra Kumar, Dr. Sam Mayhew, Dr. Kimberly D. McCorkle, Dr. Rob Pack, Mr. Jeremy Ross, Ms. Pam Ritter, Dr. Joe Sherlin, and Dr. Lynn Williams.

3. Standing Items

3.1 Approve Minutes of the December 11, 2023, Meeting

A motion was made to approve the minutes from the December 11, 2023, meeting. The motion was seconded; the minutes were approved.

3.2 Review Agenda

Provost Kimberly D. McCorkle noted that there is not a President's Report on the agenda since President Brian Noland is traveling on university business. However, she added that prior to the Announcements, she will provide updates on some important items and initiatives she and President Noland have discussed.

3.3 Consent Agenda Items

A motion was made and seconded to approve the item on the consent agenda (listed below). The motion was approved.

3.3.1 Procurement Policy for Sponsored Programs

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

ITS: Dr. Karen King provided an update on the Voyager implementation, reminding the council that the new system will go live in July 2024. User testing will take place in April, May, and June. She noted that the delayed start has been beneficial, as it has and will continue to provide users and the campus additional time to orient to the new system. She also updated the council

on the implementation of the new campus phone system, RingCentral. ITS hopes to complete the transition to RingCentral in June.

3.5 Sub-Council Reports

Quality and Effectiveness Sub-Council: Dr. Cheri Clavier reported that the Quality and Effectiveness Sub-Council met in September 2023 to determine their work for the year and discussed the process to review non-academic units. She hopes that process will be finalized and ready to bring forward for action soon. The sub-council also solicited volunteers for four small groups to focus on accreditation and program review (both pre- and post-review), institutional satisfaction, and student equity. In October, the group reviewed the results of the California Critical Thinking Skills Test (CCTST) and major field tests and looked at performance of programs in terms of accreditation and program review for the previous year. In November, they reviewed the results of the institutional satisfaction survey, which was the alumni survey sent out last year. They also discussed student success and access and received an update on the QEP from Dr. Susan McCracken. The December meeting was cancelled and had no action items. During the January 2024 meeting, members of the sub-council will discuss the launch of the National Survey of Student Engagement (NSSE), which opens in February 2024. They will consider ways to increase participation in NSSE.

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

There were no information items or presentations.

6. Announcements

Before opening the floor for announcements, Provost McCorkle provided several campus updates. First, she thanked leadership for their efforts to make 2023 a successful year, which included the reaffirmation of SACSCOC accreditation and the well-received quality enhancement plan, Go Beyond the Classroom.

She also reminded the council of several major initiatives underway in 2024. She provided an update on the General Education Redesign Task Force, which is almost ready to present its final

report. The two general education options have been out for public comment for several weeks, and public comment closes today. The task force will present its final recommendations to leadership, and those recommendations will make their way through stakeholder groups, including University Council, in February. Finally, the recommendation will be presented to the ETSU Board of Trustees in February so that ETSU can begin implementing general education changes for fall 2024.

Next, Dr. McCorkle announced that she is looking forward to receiving the final report from the Academic Structure Task Force in the coming week. Its final recommendations will be shared widely with the campus community throughout the month of February, with the intent to arrive at a final plan by early March. It will then move throughout the shared governance process throughout the spring and go before the ETSU Board of Trustees this spring in hopes of implementing some of the changes by fall 2024.

She also provided a brief update on construction projects currently underway, including the construction of the new academic building, remodeling of Burleson Hall, Brown Hall renovations, and the transition to the new downtown space (formerly the Northeast State building).

Finally, she noted that the internal budgeting process will begin in the coming weeks and the legislative session begins this week.

7. Announcements

Dr. Joe Sherlin introduced and welcomed Jake Alspaugh, the new Director of the Center for Academic Achievement, who joined the ETSU staff on January 3.

Dr. Sam Mayhew reported that approximately 217 students attended New Student Orientation last week, and those students will go through Preview this Friday. He also provided an update on the first drop for non-payment, which took place this morning at 6 a.m.: 615 students were dropped, which is fewer than 772 in January 2023.

He also reminded the council that Powell Hall is offline this semester for renovation and will reopen in fall 2024. He added that he expects ETSU to be close to occupancy this semester. He mentioned the soft launch of the new FAFSA, and added that ETSU is updating its website daily with new updates from Federal Student Aid.

Dr. Karin Keith reported that applications are now open for the 1911 Society. Information and application material are available on the Provost's website at etsu.edu/provost. She asked the council to share this information with faculty, students, and staff.

8. Adjournment

Provost McCorkle adjourned the meeting at 9:03 a.m.

The next meeting is scheduled for February 12, 2024, at 8:30 a.m.



MEMORANDUM

TO: University Council

FROM: Christina Graham, CFO, Vice President for Business and Finance; Nicholas Hagemeyer, Vice Provost for Research and Chief Research Officer; Harden Scragg, Associate Policy Counsel, Office of University Counsel.

DATE: January 8, 2024

RE: Consent Agenda: **Procurement Policy for Sponsored Projects**

I. Confined Spaces Access Policy.

A. Policy Purpose.

This policy specifies the special requirements for procurement for Sponsored Programs at East Tennessee State University (ETSU or University)

B. Public Comment Period.

This policy was posted from for public comment from 12/11/23 through 01/05/24. No comments were received during the public comment period.

C. Legal Review.

The Office of University Counsel completed its review of this policy on 12/15/23 and found no legal issues.

D. Recommendation.

IN CONSIDERATION of all of the above, the Office of University Counsel confirms the requirements under the Policy Development and Administrative Rule making Policy have been met, and the Offices of Business and Finance and Research and Sponsored Programs Administration recommend **APPROVAL** of the **Procurement Policy for Sponsored Projects**.



PROCUREMENT POLICY FOR SPONSORED PROGRAMS

Responsible Official: Chief Financial Officer

Responsible Office: Business and Finance; Office of Research and Sponsored Programs Administration (ORSPA)

Policy Purpose

This policy specifies the special requirements for procurement for Sponsored Programs at East Tennessee State University (ETSU or University).

Policy Statement

I. Procurement.

This policy is intended to accompany and not supersede any other University Policy or Unit Rule.

- A. Goods or services purchased with Sponsored Program funds shall comply with award terms and conditions, applicable state and federal laws, and sponsor and ETSU policies and guidelines.
 1. When procuring goods and services under a Sponsored Program and/or federal award, ETSU will follow the same policies and procedures it uses for procurements from its non-federal funds.
 2. ETSU will comply with the regulations governing the specific Sponsored Program award which may include the [Federal Acquisition Regulations](#), and 2 C.F.R. §§[200.321](#), [200.322](#), and [200.323](#). ETSU will ensure that every purchase order subject to the Uniform Guidance includes any clauses required by C.F.R. § [200.327](#).
 3. When ETSU is designated as a subrecipient grantee in any interagency grant agreement from the State of Tennessee, ETSU will comply with the requirements of [2 C.F.R. §§ 200.318—200.326](#).
- B. All goods or services purchased with Sponsored Program funds will meet the criteria of allowability as defined in [2 C.F.R. §200.403](#).
- C. Goods or services purchased with funding from more than one Sponsored Program will document and justify the method of allocation.
- D. The Principal Investigator is responsible for obtaining prior approval for purchases when required by the terms and conditions of the award.

- E. The Principal Investigator is responsible for ensuring all goods and services purchased on a Sponsored Program are delivered and received and in acceptable condition.
- F. Goods or services purchased on a Sponsored Program must be free of internal and external conflicts of interests as defined by the sponsor's terms and conditions, applicable state and federal laws, and ETSU policies.
- G. State Sponsored Program purchases for goods and services shall not be made from vendors on the [State of Tennessee Debarred Vendors List](#).
- H. Federal Sponsored Program purchases for goods and services shall not be made from vendors on the [List of Parties Excluded from Federal Procurement and Non-Procurement Programs nor the State of Tennessee Debarred Vendors List](#).

Authority: T.C.A. § 49-8-23 et. seq; 2 CFR §200.320 Methods of Procurement
2 CFR §200.317 Procurement by States

Defined Terms

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

INTERAGENCY GRANT: AGREEMENT	A cost reimbursement grant agreement between two Tennessee state agencies, the University of Tennessee, or Board of Regents colleges and universities.
PRINCIPAL INVESTIGATOR:	The Principal Investigator (PI) is the primary individual responsible for the preparation, conduct, and administration of a Sponsored Program in compliance with applicable federal and state laws and regulations, award terms and conditions, sponsor and institutional policies and guidelines.
UNIT RULE:	Unit Rule: A written directive that applies to a specified academic, administrative, or other unit of the university and governs a process that is unique to that unit. Unit Rules may be referred to by various names which include but are not limited to as department rule, department guideline, department policy, by-law, charter, regulation, handbook, standard operating procedure or statement of standards.
UNIVERSITY POLICY:	A guiding principle that addresses the governance or internal management inherent in carrying out the mission of the university that does not affect private rights, privileges, or procedures available to the public. Unless a policy explicitly states otherwise, it is binding on all students, faculty, and staff.

SPONSORED PROGRAM: Sponsored Programs are those activities that are supported by funding external to the general operating budget of the institution. Sponsored Program funding is restrictive in nature, as the activities it supports are specified by the external agency through the mechanisms of grants, contracts, and/or cooperative agreements.

Policy History

Effective Date

- a. Initial:
- b. Revised:

Procedure

Procedure History

Effective Date

- a. Initial:
- b. Revised:

Related Form(s)/Policies

[General Purchasing](#)

Scope and Applicability

Primary:

Secondary: