



# THE UNIVERSITY OF TENNESSEE BOARD OF TRUSTEES

EXECUTIVE COMMITTEE	
8:30 am EDT/7:30 am CDT	Virtual Meeting
Friday	Video/Teleconference
May 8, 2020	Knoxville, TN

## AGENDA

- I. Call to Order and Roll Call
- II. Remarks of the Chair
- III. [Minutes of the Last Meeting – Action/Roll-Call Vote](#) ..... Tab 1
- IV. Update from the President – Information
- V. [Appointment of General Counsel – Action/Roll Call Vote](#) ..... Tab 2
- VI. [Approval of Subeasement and Related Contracts \(TVA East Tower\) – Action/Roll-Call Vote](#) ..... Tab 3
- VII. [Grant of Authority to Adjust Tuition/Fees \(Summer Sessions\) – Action/Roll Call Vote](#) .... Tab 4
- VIII. [Appointment of the Non-voting Student Member of the Board – Action/Roll-Call Vote](#)..... Tab 5
- IX. [Appointment of a Faculty Member to the Education, Research, and Service Committee – Action/Roll-Call Vote](#)..... Tab 6
- X. Planning for Upcoming Board and Committee Meetings – Discussion
  - [Review of Committee Work Plans](#) ..... Tab 7
- XI. Adjournment





# THE UNIVERSITY OF TENNESSEE BOARD OF TRUSTEES

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## AGENDA ITEM SUMMARY

Meeting Date: May 8, 2020

Committee: Executive

Item: **Minutes of the Last Meeting**

Type: Action

Minutes of the January 17, 2020 meeting of the Executive Committee follow this memorandum.

Resolved:

The reading of the minutes of the January 17, 2020 meeting of the Executive Committee be omitted and that the minutes be approved as presented in the meeting materials, provided that the Secretary is authorized to make any necessary edits to correct spelling errors, grammatical errors, format errors, or other technical errors subsequently identified.



THE UNIVERSITY OF TENNESSEE  
BOARD OF TRUSTEES

MINUTES OF THE EXECUTIVE COMMITTEE MEETING

January 17, 2020  
Knoxville, Tennessee

The Executive Committee of The University of Tennessee Board of Trustees met at 10:00 a.m. EDT on Friday, January 17, 2020, at the Executive Conference Room, in the Joint Institute for Advanced Materials (JIAM), located at Cherokee Farm in Knoxville, Tennessee.

**I. Call to Order**

Chair John Compton called the meeting to order.

**II. Roll Call**

Board Secretary, Cynthia C. Moore, called the roll, and the following members were present: John C. Compton, Chair, Amy E. Miles (by telephone), William (Bill) C. Rhodes III (by telephone), Donald J. Smith (by telephone), and Kim H. White (by video). The Secretary announced the presence of a quorum and that others present at the meeting location in Knoxville included Interim President Boyd, Senior Vice Chancellor, Chancellor Steve Schwab, and Chief Financial Officer David Miller, Vice President Linda Martin, Chief Audit and Compliance Officer Brian Daniels, Chief Human Resources Officer Brian Dickens, other members of the administrative staff, and members of the media. Trustees participating electronically confirmed no one else was present at their various locations. Ms. Moore also addressed the Open Meetings Act requirements for meetings conducted with members participating electronically, including the requirement that all votes be conducted by roll call.

**III. Remarks of the Chair**

Chair Compton welcomed everyone to the first meeting of the year, and he indicated that it would serve primarily as a foundational meeting for planning for 2020. He highlighted a number of important items on the agenda for the meeting, starting with a report from Mr. Brian Daniels regarding the recent Performance Audit Report conducted by the Office of the Comptroller. Chair Compton stated that he was proud of the work that had been done in connection with the audit and pleased with the outcome. However, he noted that the report identifies room for improvement in certain areas. The agenda also includes a discussion regarding the development of plans to continue to refine the work of the board and its committees. Chair Compton advised that the largest part of the meeting discussion would focus on a review of Interim President Boyd's proposed goals for 2020, which have been circulated to all of the members of the Board in advance of the meeting.



Chair Compton updated the Executive Committee on the status of the annual presidential performance review, including the steps involved beginning with Interim President Boyd's self-assessment, a 360-degree survey sent to various constituency groups, and interviews that conducted with the leadership of the State of Tennessee as required under the Board's Policy. The performance review has been scheduled for January 24<sup>th</sup>, and Amy Miles and Bill Rhodes will be involved with the review. The results of the performance review will be circulated to the Executive Committee and then discussed with the full Board at the upcoming Winter meeting in February.

#### **IV. Performance Audit Report**

Mr. Daniels briefed the Executive Committee on the findings contained in the Performance Audit Report ("Sunset Audit") conducted by the Office of the Comptroller. He began his remarks by explaining that each state agency is subject to periodic review to determine whether the agency should be continued, modified, or discontinued. He noted that, at the conclusion of the hearing, the University had received a positive recommendation for a four-year continuance. As such, the next performance audit will be conducted in four years.

Mr. Daniels reported that it had been a very robust review from both the University's perspective as well as the state audit office. Comptroller Justin Wilson presented the report at the hearing before the Education, Health and General Welfare Subcommittee of the Joint Government Operations Committee. Mr. Daniels indicated that there were approximately 12 findings, but they can be categorized into four key areas:

- Board Governance and Oversight;
- System Efficiency and Effectiveness;
- Safety and Security; and
- Mental Health.

Mr. Daniels indicated that the University is required to submit a corrective action plan by February 1, 2020, which will be based on the action items set forth in management's response to the audit. The findings and corrective actions associated with the Sunset Audit will be reviewed with the Audit and Compliance Committee at its next meeting, scheduled for February 3, 2020, and all trustees will be invited to attend the meeting.

With regard to the safety and security findings, Mr. Daniels noted that he and Austin Oakes, Executive Director of Capital Projects, will be accompanying Interim President Boyd on a tour of the UT campuses, where they will be meeting with the individuals responsible with Clery reporting and compliance, campus police, and others. In response to a question raised by Chair Compton, Mr. Daniels noted that more information on campus safety and security will be shared with the Board at the upcoming Winter meeting scheduled for February. Interim President Boyd expressed his gratitude to Mr. Daniels and his team for the exceptional work that was done in connection with the audit and the hearing.



## V. Development of Work Plans for the Board and Committees

Board Secretary Cynthia Moore advised the members of the Committee that work plans were a recommendation contained in the Comptroller's report. She noted that there is an extensive list of matters that currently come before the board for its review and/or action. Many of these reports are required by statute, the Bylaws, Board policy, or are in response to requests made by prior boards and/or this board. Ms. Moore indicated that she will be undertaking a review of these items to confirm which requirements apply and that she will then be working with the senior staff to consider what, if any, adjustments should be considered. The proposed work plans should assist in capturing not only the required action items, but ensuring that the work of board aligns with the priorities set forth in the strategic plan. In addition, the development of work plans will provide an opportunity to review and assess any gaps/overlaps that should be addressed by the Committee Chairs. Ms. Moore indicated that she will be working on these assessments over the first quarter of 2020, with the goal of bringing draft work plans to the Executive Committee at its next meeting.

Chair Compton indicated that the reviewing what items are on the agendas, including the consent agendas, was something raised previously by Trustee Rhodes and others. He noted that this exercise will allow for a 360-degree review of the work of the Board, which is timely now that this Board has been in place for approximately 18 months and since Ms. Moore is new to the role. Chair Compton stated that he has asked Ms. Moore to contact all of the members of the Board for their input as part of this process. The Committee members expressed support for the process and the development of the plans.

## VI. President's Update

Interim President Boyd began his update by stating that he is looking forward to the 2019 review, as it has been an outstanding year because of the efforts and contributions of the entire team. He also noted that it was a very exciting day to be at JIAM because Volkswagen is onsite. Later in the day, there will be a ribbon-cutting ceremony announcing a new Innovation Hub. He noted that this partnership is due to the talents and capabilities available through the relationship by and between the University of Tennessee and the Oakridge National Laboratory.

### UT Promise

Interim President Boyd stated that nothing is more important than providing an affordable education to more students in the State of Tennessee. Bold goals have been set for the fall of 2020, to have 2,000 UT Promise students. To date, the University has received over 6,200 applications, with 4,200 coming from prospective freshman and the remaining 2,000 from existing UT students. Interim President Boyd indicated that not all of the applicants will qualify, but that he expects for the University to meet this year's goal.



### TVA Tower

As mentioned previously, there is a potential opportunity to relocate and consolidate the UT System Administration offices to the TVA Tower. It is anticipated that the lease will be considered by the County Commission on January 17. The University would then enter into a sublease from the County for a portion of the Tower. Interim President Boyd indicated that some preliminary space planning has been undertaken by the University in anticipation of this relocation. If the project progresses as anticipated, the UT System Administration would be in a position to move late in the year.

### Legislative Update

Interim President Boyd noted that the legislature is back in session. He has set a personal goal of meeting with all the legislators. He noted that there are two very important funding requests for the University. The first involves a request for additional funding of the UT Extension Offices (\$6.6 million). Interim President Boyd discussed the important work performed by the offices in serving the state as a whole and their local communities specifically. He noted that the additional funding would allow for additional staff to support the valuable programs being offered by the offices. Second, the University has the opportunity to seek a 7 to 1 funding match from the federal government for the Oakridge Research Institute. In light of this opportunity, the University has requested additional funding from the state in the amount of \$8 million per year for the next 10 years in order to support the Institute. Lastly, it was noted that there are some legislative efforts being considered nationally pertaining to pay for student athletes. In this regard, Interim President Boyd believes that this issue will ultimately be decided through the judicial system.

### Employee Benefits

Interim President Boyd expressed his desire for the University to be one of the best places to work in the State of Tennessee and to be one of the best places to work at a university in the nation. He noted that the administration is looking for ways to provide support to its employees. In this regard, he requested that Senior Vice Chancellor and Chief Financial Officer David Miller provided an update to the Committee on two new benefits for employees. Mr. Miller provided an overview of a paid leave policy for Body Organ and Bone Marrow donations. Under the new policy, effective March 1, employees would not have to use their paid sick leave for performing these selfless acts benefiting others. The second benefit relates to paid family leave. It was noted that the University was considering the development of a paid parental leave policy. On January 7, 2020, Governor Lee signed an executive order for paid family leave applicable to 22 state agencies, which is scheduled to become effective on March 1, 2020. While the executive order does not apply to the University, the University generally provides similar benefits as the state. A task force has been formed to consider how the policy could be implemented in an instructional setting. The state family leave policy is for 12 weeks, which is effectively the length of an academic term. A goal has been set to have a policy in place for University employees by July 1, 2020.



In response to a question raised by Chair Compton, Mr. Miller explained that there are two potential impacts to the budget. First, there is the expense associated with hiring additional instructional staff for when someone is on paid leave. The second impact, although anticipated to be less significant, is that employees have the ability to be paid for accrued annual leave. Presumably, more annual leave may be paid out as individuals would have the ability to use paid leave for a variety of family related circumstances that they have generally used annual leave for previously. While the policy does not require Board approval, the Board will be updated on the development of the policy.

## V. President's 2020 Goals

Chair Compton asked Interim President Boyd to review his goals for 2020, focusing on the macro and micro themes under each heading.

Interim President Boyd began his remarks by declaring that r this to be the "Greatest Decade" in the history of the University of Tennessee. He noted that it is meant as no disrespect to those who have come before. He believes that they would expect the current leadership to continue to build upon the great foundation that was provided from past efforts.

He reviewed the five key areas of the Strategic Plan -

- Goal 1 - Enhancing Educational Excellence
- Goal 2 - Expanding Research Capacities
- Goal 3 - Fostering Outreach and Engagement
- Goal 4 - Ensuring Workforce and Administrative Excellence
- Goal 5 - Advocating for UT

A copy of the full list of 2020 Goals was circulated to the Board in advance of the Committee meeting, and a copy is filed with these minutes. Interim President Boyd then highlighted certain initiatives planned for 2020 under each of the goal areas.

### Goal 1 - Enhancing Educational Excellence

- **Increasing enrollment, graduation rates and retention.** In FY 2020, the goal is to increase enrollment to 51,582 across the system and award 12,458 degrees. In addition, the plan is to improve the six-year graduation rate for undergraduates to 65.2%, and increase freshman fall-to-fall retention to 80.9%. In response to questions regarding the metrics, it was noted that these figures are for the upcoming year.
- **Executing on the UT Promise.** UT Promise will officially kick-off in the fall of 2020. The benefits of the program will be to reduce financial stress on students, which should help with retainment and graduation goals. There is much hard work remaining, including recruiting and training mentors for the program. It was noted that even with the great response, the goal



is 2,000 students for the first year of the program. As it is the first year, there are no statistics to determine the percentage of students that will actually qualify and enroll.

- **Endowing the UT Promise.** To date, \$24 million has been raised for the endowment. The objective for 2020 will be to increase the endowment to \$50 million, which is halfway to the longer-term objective of a \$100 million endowment. In response to questions regarding the cost of the UT Program, Interim President Boyd reported that the initial annual cost, based on 2,000 students, is expected to be \$5.9 million, which is approximately 4% of the University's total institutional aid. Building the endowment is important for the long-term financial sustainability of the program.
- **UT Online.** The University is planning to expand its online offerings through a UT consortium model which should help to incentivize and grow online enrollment; provide greater flexibility in course scheduling; decrease time to degree; further enrich available course offerings in current degree programs; promote the creation of new joint UT degree programs; and provide greater flexibility for degree completion. Vice President Linda Martin indicated that each campus is defining their own approach to advancing the goals set in this area.
- **OneUT for Student Mental Health & Wellbeing:** Student mental health and wellbeing is vitally important for ensuring student success, progression toward degree, and degree completion. The leadership will be continuing to develop a strategy for building a more robust and supportive mental health culture on each UT campus, based on recommended best practices.
- **Enhance Campus Safety.** Lastly, the Comptroller's report highlighted the need for a continued focus on enhancing campus safety and security. Efforts are underway to visit each of the campuses and more information will be shared with the Board as to progress in this area.

Trustees noted that, in light of the projected demographic trends regarding the anticipated number of high school graduates, being innovative through initiatives like the UT Promise and online programming is imperative for attracting students and remaining competitive in the market.

#### Goal 2 - Expanding Research Capabilities

- **Increasing research expenditures.** In this area, the goal is to increase research expenditures by 7% each year. For FY 2020, the goal for research expenditures, as reported to the National Science Foundation, is \$477.4 million. To meet this goal, Interim President Boyd discussed several key initiatives as described further below.
- **Oak Ridge Institute.** The 2020 goal is to launch the first phase of new faculty recruitment (24 of 120 faculty/researchers); recruit approximately 50 new collaboratively-mentored graduate students for the fall of 2021; and explore the acquisition of a facility to house the Institute. Full



implementation will require new state and federal funding; implementation pace and scope will depend on the level of funding committed.

- **UTIA-UTK Reunification.** The reunification efforts are moving forward. These efforts include streamlining financial and administrative processes. In addition, new opportunities for collaboration are being considered, including the One Health initiative. This initiative is meant to improve health outcomes by addressing a wide range of research considerations encompassing plant, animal, and human health.
- **Co-management of the Oak Ridge National Laboratory.** The UT-Battelle contract to manage the Oak Ridge National Laboratory (ORNL) on behalf of the US Department of Energy officially expires this spring. UT and Battelle have co-managed ORNL since winning the contract in 2000. Maintaining and strengthening our partnership with ORNL is a high priority.
- **UT Research Park at Cherokee Farm.** Continued expansion and development of the research park is contemplated through new partnerships, such as the Volkswagen Innovation Hub.

### Goal 3 - Fostering Outreach and Engagement

Interim President Boyd stated that, as the land-grant university, the University has a responsibility to make a positive impact across our state, transferring and leveraging intellectual, physical, and financial resources to improve the lives of our fellow Tennesseans. The University can serve a unique role in addressing “Grand Challenges” facing the State of Tennessee.

- **SOAR 2.0.** For 2020, the University plans to build on the tremendous success of the first addiction and opioid summit hosted last August, entitled Summit for Opioid and Addiction Response (SOAR). A series of next steps is planned, from releasing an asset mapping tool to convening SOAR 2.0. There is much to do across the state to mitigate this crisis, and the University intends to provide important leadership.
- **Leadership in Public Policy and Training.** Similarly, the University has the capacity to become the leader in policy development and thought leadership on key issues facing the State of Tennessee. Closer collaboration between the Baker Center, the Government Relations team, and the Institute for Public Service (IPS) will be developed to help inform specific areas of focus.

### Goal 4 - Ensuring Workforce and Administrative Excellence

The University will continue to strive to be more effective and efficient in our administrative operations. The following are some key initiatives that will aid in these efforts:

- **UT Tower.** The UT System, the UT Research Foundation and the UT Foundation will move into the TVA East Tower. We expect to make the move at the end of summer or early fall. Doing



so will change the culture and increase efficiency by having teams working closer together instead of being spread across various different locations.

- **ERP Implementation.** Systemwide planning will continue throughout 2020, resulting in a Request for Proposals in early fall and vendor selection by December. Trustees raised questions as to whether measurable goals should be defined, as the project progresses, in order for determining the overall success of implementing the new ERP program.
- **Financial Dashboards.** Additional dashboards are planned to provide greater insight into the University's operations.
- **Strategic Plan Metrics.** Key metrics will be finalized and tracked for providing annual updates on progress.
- **Pulse Surveys.** The University will begin undertaking surveys to measure employee and student satisfaction.
- **Developing a OneUT Culture.** Continuing to further increase collaboration, capture synergies, and increase impact by working together statewide as a team – as OneUT, is a key goal for 2020. Some of these efforts will be supported by executing on the OneUT Collaboration and Innovation Grants announced at the end of 2019.

### Advocating for UT

Interim President Boyd indicated that the University's brand affects its rankings, reputation, funding, and recruitment. While we have made tremendous progress, we still have much work to do.

- **Systemwide Integrated Marketing Communications Plan.** The team will develop an integrated communications and marketing plan that outlines System and campus/institute roles and goals with a series of objectives, strategies, and tactics to build the collective brand through a common voice and message. While each campus and institute has its own voice and strategic communications priorities, there is a unique opportunity to quantify and promote the System's collective impact and unify the brand to raise awareness for all UT components.
- **Consistent Brand Strategy.** Ensuring a consistent visual brand identity is critical to increasing awareness of the University of Tennessee.
- **Fundraising.** For the 2020 year, the Foundation has set a goal of generating \$243 million in private support. At mid-year, the Foundation has met 57% of the goal. In addition, there is a goal to increase the donor base to 66,375, which would surpass last year's record level. During the 2020 year, the goals are to expand the number of engaged alumni to 210,000



- **Government Relations.** Interim President Boyd discussed the return on investment based on the accomplishments of the Office of Government Relations team. He indicated that the University will continue to aggressively pursue federal, state, and other funding for its top priorities.

The Committee members noted the goals identified include both qualitative and quantitative measures, along with a range of short and mid-range goals. In response to questions from the trustees as to whether the list was too ambitious, Interim President Boyd expressed his preference for stretch goals and his confidence in the team to deliver on the identified goals.

Chair Compton requested that, at a future date, that more detail be provided as to how these goals cascade down and across the UT System. In response to how these goals compare to prior years, Chair Compton indicated that based on his review of the goal setting that was performed by the prior board with President DiPietro that the approach is consistent as to the overall format, but that he believes that the goal setting exercise undertaken by Interim President Boyd is more comprehensive as to a list of defined initiatives.

The Committee members expressed their support for the goals, noting that the list of goals are quite impressive and could even be used for the next decade.

#### **VIII. Planning for the 2020 Winter Meeting of the Board**

Chair Compton requested that the Committee Chairs work with the leadership team to finalize the agendas for upcoming February's meetings, with the goal of providing the agendas to the Board Secretary by next Friday, January 24.

#### **IX. Update on Faculty, Staff and Student Engagement**

Mr. Miller introduced Dr. Brian Dickens, who has joined the UT system staff after a national search, chaired by Dr. Herb Byrd. Mr. Miller indicated that Dr. Dickens was the unanimous choice of all those who met the finalists. Mr. Miller indicated that Dr. Dickens will be taking on the responsibility for addressing the University's efforts to assess faculty, staff and student engagement.

Dr. Dickens began his remarks by speaking to the importance of creating a robust engagement program. A program that can be undertaken annually to develop benchmark data, that includes pulse surveys, and even targeted check-in questions. Through the program, he hopes to obtain much better information as to not only satisfaction, but meaningful engagement. The program being considered would include dashboard analytics, which can be broken down institutionally (e.g., system, campus, and department), by demographics, and by sectors of the work force. In considering, third party vendors the University is looking for a partner to help from a strategy perspective to address communications, survey apathy, how to train managers to use data, and



develop action plans in response to the information obtained. Dr. Dickens concluded his remarks by indicating that he is working with Vice President Linda Martin to identify a provider that can provide specialized assistance with efforts for measuring student engagement.

The Committee members expressed their support for the approach presented by Dr. Dickens. It was highlighted that 67% of the expenses of the University relate to employees, who directly impact the success of the students and the University as a whole. Dr. Dickens will provide updates on the roll-out of the engagement program at future board meetings.

#### **X. Proposed Amendments to the Bylaws**

Ms. Moore provided a brief overview of the proposed amendments to the Bylaws. She indicated that a large number of the edits were for increased clarity and consistency, but that there is one substantive change being proposed regarding the removal of the President as a member of the Education, Research and Service Committee and as a member of the Finance and Administration Committee. In this regard, Ms. Moore noted that the change is being recommended in order to advance open communications between the President and trustees and to eliminate any potential concerns regarding the Tennessee Open Meetings Act. Additionally, as the President does not serve as a voting member of the Board, and it is somewhat inconsistent for the President to serve as a voting member of the committees. The changes presented would be consistent with the President's status for the Audit and Compliance Committee. The proposed resolution would also allow the Board Secretary to update the Committee Charters to make conforming changes.

In connection with the change being proposed for the President, a question was raised as to whether the Board Chair should also be named as an ex officio, voting member of all the committees. As structured, it limits the ability for concurrent committee meetings. In response, Ms. Moore indicated that this is an item can be reviewed further in connection with the work plans and meeting schedules that are being developed.

Upon motion duly made and seconded, a roll call vote was taken, and the Resolution to recommend to the Board of Trustees the proposed amendments to the Bylaws was approved.

#### **XI. Consent Agenda**

Chair Compton asked whether any committee member would like to remove an information item from the Consent Agenda for discussion. Hearing no requests, he called for a motion that the items listed in the Consent Agenda be approved, as presented in the meeting materials. Upon motion duly made and seconded, a roll call vote was taken, and the Consent Agenda was approved.



## XII. Other Business

There was no other business to come before the Committee. Board Chair Compton announced that the next Executive Committee meeting, currently scheduled for May 8, will be rescheduled in light of the commencement exercises that are being held that day and that the Secretary's office will be reaching out with new dates. He also reminded that Committee members that the Winter Meeting of the Board of Trustees will be held at the University of Tennessee at Chattanooga.

## XIII. Adjournment

With no further business to come before the Committee, the Chair adjourned the meeting.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Cynthia C. Moore".

Cynthia C. Moore  
Secretary and Special Counsel

### Attachment

- University of Tennessee Objectives for 2020

### Approved Consent Agenda Items

- Minutes of the Last Meeting (October 2, 2019)
- Resolution Appointing a Managerial Group for U.S. Government Contracts
- Designation of University Surgical Associates, PLLC, as a Faculty Practice Plan for College of Medicine - Chattanooga





# THE UNIVERSITY OF TENNESSEE BOARD OF TRUSTEES

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## AGENDA ITEM SUMMARY

Meeting Date: May 8, 2020

Item: **Appointment of C. Ryan Stinnett as General Counsel**

Type: Action

Presenter: Randy Boyd, President

### **Background Information**

A national search was launched for the position of General Counsel in September 2019. Interim General Counsel Ryan Stinnett was among the three candidates selected for in-person interviews, which were held in early December 2019. The search was temporarily suspended in mid-December due to certain factors, including my own status, at the time, as interim president. Since such time, Ryan has continued to lead the Office of General Counsel, and I am grateful for his service to the University, especially during these unprecedented times.

Based on the search results, supplemented by feedback that I have received from the University community (Chancellors, members of the senior administration team, staff within the Office of General Counsel, and others from across the UT System) regarding Mr. Stinnett's demonstrated leadership, qualifications, and performance during his term as Interim General Counsel, I am recommending the promotion and appointment of Ryan Stinnett as General Counsel.

Ryan has served as an attorney in the University's Office of General Counsel since April of 2008, having been promoted to Deputy General Counsel in July 2018 and having served most recently as Interim General Counsel since October 2019. Prior to joining the Office of General Counsel, he practiced corporate law, specializing in construction contracting, commercial and real estate transactions, dispute resolution, and civil litigation. A copy of Mr. Stinnett's resume is attached.

The recommended compensation and other terms of employment are included in the following offer letter, which has been accepted by Mr. Stinnett, contingent upon the Board's approval. The proposed annual salary of \$285,000 has been benchmarked against peer institutions and is consistent with the initial salary approved by the Board for the preceding incumbent who last held this position.



## THE UNIVERSITY OF TENNESSEE BOARD OF TRUSTEES

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Under state law and the Bylaws, the Board must approve the appointment and initial compensation of officer positions. As the Executive Committee has authority to act for the Board on any matter necessary between meetings of the Board, this action is being presented to the Executive Committee for approval.

### **Committee Action**

The Committee Chair will call for a motion to adopt the following Resolution:

Resolved:

The Executive Committee, acting on behalf of the Board of Trustees, hereby approves the promotion and appointment of C. Ryan Stinnett as General Counsel of the University, effective May 8, 2020, with the compensation and other terms of employment presented in the offer letter, which shall be attached to this Resolution after adoption.

## C. RYAN STINNETT

### LEGAL EXPERIENCE

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#### OFFICE OF GENERAL COUNSEL, THE UNIVERSITY OF TENNESSEE

KNOXVILLE, TN

##### *Interim General Counsel, October 3, 2019 – Present*

- Advise the University's Board of Trustees, President, system-level executive leadership members, and campus administrators on all aspects of legal matters facing the University, including governance issues, public records, legislation and rulemaking, research compliance matters, complex business transactions, conflicts of interest, transactional health care matters, and athletics issues.
- Supervise fourteen attorneys and eight paralegals and administrative staff in the Office of General Counsel.

##### *Deputy General Counsel, July 2018 – October 2, 2019*

- Advised the University and supervised the work of attorneys in the following areas: business transactions and contracts; research; information technology; health care; procurement; financial aid; privacy; construction; accounts payable/collections; intellectual property; bankruptcy; real estate; conflicts of interest; occupational safety; records management; and tax.
- Served as a primary OGC liaison with various internal constituencies (e.g., Chief Financial Officer, Executive Vice President/Chief Operating Officer, Treasurer, Chief Business Officers, Chief Information Officers, procurement offices, contract offices, conflict of interest committees, research offices, and various compliance offices) and external constituencies (e.g., State Building Commission, Office of the State Architect, State Procurement Commission, Public Records Commission, UT-Battelle, and the Attorney General's Office with regard to transactional matters).
- Litigated and conducted alternative dispute resolution of construction, contract, and other business disputes.

##### *Associate General Counsel, April 2015 – June 2018*

##### *Assistant General Counsel, April 2008 – March 2015*

- Advised the University on various transactional and business matters relating to construction, public procurement, information technology, and real estate.
- Negotiated and drafted transactional agreements, including construction agreements, complex commercial agreements, federal government contracts, sponsored research agreements, and material transfer agreements.
- Advised on human subjects research, animal research, and export control matters.
- Represented the University in construction, commercial, and bankruptcy litigation.
- Advised on fiscal policies and information technology policies.

**LEIBOWITZ & COHEN**

KNOXVILLE, TN

*Associate, May 2006 – March 2008*

- Represented clients in construction, commercial, probate, and other civil litigation.
- Advised clients on construction contracting and dispute resolution, complex commercial and real estate transactions, and corporate formation and governance issues.
- Negotiated and drafted various commercial and corporate agreements.
- Drafted various estate-planning documents.

**SMITH, GAMBRELL & RUSSELL, LLP**

ATLANTA, GA

*Associate, Construction Law & Litigation and International Corporate Sections,  
August 2002 – May 2006**Summer Associate, Summer 2001*

- Advised and represented clients in all phases of construction and business litigation, arbitration, mediation, and negotiated dispute resolution.
- Advised on all aspects of construction contracting process.
- Negotiated and drafted various commercial, real estate, corporate, and other transactional agreements.

**TEACHING EXPERIENCE**

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**THE UNIVERSITY OF TENNESSEE COLLEGE OF LAW**

KNOXVILLE, TN

*Adjunct Professor, Contract Drafting, Spring 2009 – Spring 2018**Adjunct Professor, Construction Law, Spring 2014 – Spring 2018***EDUCATION**

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**THE UNIVERSITY OF TENNESSEE COLLEGE OF LAW**

KNOXVILLE, TN

*J.D. with Business Transactions Concentration, Magna Cum Laude, 1999-2002*

- Executive Editor, *Transactions: The Tennessee Journal of Business Law*

**FURMAN UNIVERSITY**

GREENVILLE, SC

*B.A., Political Science, 1995-1999***BAR ADMISSIONS, PROFESSIONAL ASSOCIATIONS, AND OUTSIDE ACTIVITIES**

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- *Bar Admissions:* State of Georgia and U.S. District Court, Northern District of Georgia (2002); State of Tennessee and U.S. District Court, Eastern District of Tennessee (2006)

- Beaumont Magnet Academy Foundation, Founding Director and Corporate Secretary (May 2019 – present)
- Hamilton Burnett Chapter of the American Inns of Court, Barrister (Inducted September 2007)
- Young Professionals of Knoxville (Inducted 2006), Community Outreach Committee
- Knoxville Bar Association, Professionalism Committee (Secretary, 2006-2007), Publications Committee, Barristers Hunger and Poverty Relief Committee (Co-Chair, 2007-2008)
- Tennessee Bar Association, Georgia Bar Association, National Association of College and University Attorneys
- *The Honor Society of Phi Kappa Phi* and *Phi Alpha Delta* Legal Fraternity

#### REPRESENTATIVE MATTERS HANDLED AT THE UNIVERSITY OF TENNESSEE

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- Negotiated a successful settlement of multi-party litigation of claims exceeding \$8 million dollars arising from defective construction of the UTC Library.
- Negotiated a successful recovery of the University's claims of nearly \$2 million dollars against a surety for the defaulted general contractor on a sorority house construction project at UTK and assisted in managing the completion of the defaulted project by a replacement contractor.
- Resolved claims of nearly \$1 million dollars among the University, its general contractor, and its designer on the UTK business school construction project.
- Worked with a team from various University offices, including housing, facilities services, environmental health and safety, and communications, to assist the UTK campus in dealing with significant mold issues in several dorms, including planning for remediation efforts in the dorms; developing a strategy for communicating with students, parents, and media; handling claims from students; and negotiating leases with local apartment complexes to house the displaced students.
- Negotiated and drafted coaching contracts, endorsement and sponsorship agreements, and game agreements for athletics departments at UTK, UTC, and UTM, and advised on termination of various coaching contracts.
- Led the University's efforts to achieve compliance with the European Union's General Data Protection Regulation (GDPR) by the May 25, 2018 deadline, including working with campus and institute Data Protection Officers to develop a University website of GDPR resources; drafting model privacy policy language, contract language, and waiver language; and advising on various legal questions that have arisen since GDPR became effective.

- Worked with the University's Director of Procurement to prepare a comprehensive contract manual for use by all University contract, procurement, and sponsored research offices and helped to develop an updated form payable contract, receivable contract, and contract amendment for the University.
- Assisted the University's CFO in the drafting and negotiating documents for aircraft leases and the donation of an aircraft to the University.
- Defended against and significantly decreased the University's liability on three major Prompt Pay Act claims filed by a construction contractor.
- Assisted the University's Procurement Office in successfully resolving a bid protest relating to a contract worth approximately \$1 million dollars, avoiding litigation and allowing the University to proceed in contracting with the preferred/selected vendor.
- Worked extensively on the development and implementation of fiscal policies, information technology policies, and safety policies, at both the system and campus levels.
- Prepared and presented trainings on various laws and University policies, including fiscal policy training for new University trustees and senior administrators; and trainings on data privacy laws and data breaches; compliance with State Building Commission rules and laws relating to construction and design of public works projects; insurance and surety bonds; and acceptance of gifts by University employees.
- Advised campus Institutional Review Boards (IRB) regarding human subjects research, Institutional Animal Care and Use Committees (IACUC) regarding animal subjects research, and Institutional Biosafety Committees (IBC) regarding research compliance with NIH, CDC, OSHA, and other federal regulations.
- Served on, or as legal counsel to, numerous University committees and working groups, including the University's Fiscal Policy Task Force/Advisory Group; the UT System Institutional Compliance Committee; the UT Policy Group for Emergency Preparedness; conflict of interest committees at various campuses; and working groups on campus smoking policies.

**UT THE UNIVERSITY OF TENNESSEE**

OFFICE OF THE PRESIDENT

April 24, 2020

C. Ryan Stinnett  
1625 Cheney Road  
Knoxville, TN 37922

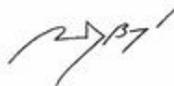
Dear Ryan,

It is my pleasure to offer you the position of General Counsel with the University of Tennessee, subject to the terms and conditions outlined in this letter and subject to approval by the University Board of Trustees at a scheduled meeting on May 8, 2020. With Board approval, the effective date of your appointment as General Counsel will be May 8, 2020.

The rate of pay for this position is \$23,750.00 per month (\$285,000.00 annualized). Your service in this position will be without tenure, without a definite term, and at the will of the President. Your performance will be reviewed annually by the President.

I look forward to working with you and seeing a continuation of the outstanding work of the Office of the General Counsel. To indicate that you agree to these terms and will accept this appointment upon approval by the Board of Trustees, please sign below and returned the signed letter to me.

Sincerely,



Randy Boyd  
President

cc: Human Resources

*ACCEPTANCE: I accept the appointment to serve as General Counsel under the terms and conditions outlined above and with the understanding that the offer is not binding until the appointment, compensation and other terms of employment are approved by the University of Tennessee Board of Trustees.*

C. Ryan Stinnett  
Name

04/24/20  
Date





# THE UNIVERSITY OF TENNESSEE BOARD OF TRUSTEES

## AGENDA ITEM SUMMARY

Meeting Date: May 8, 2020

Committee: Executive

Item: **Approval of Subeasement and Related Contracts (TVA East Tower)**

Type: Action

Presenter: David Miller, Senior Vice President and Chief Financial Officer

### **Background Information**

At its meeting on November 8, 2019, the Board of Trustees approved in principle a proposal to consolidate functions of the UT System Administration (“UTSA”) from multiple locations in the Knoxville area into the TVA East Tower, located at 400 W. Summit Hill Drive, Knoxville, Tennessee.

Since that Board meeting, the Knox County Commission and the Tennessee Valley Authority (“TVA”) have agreed on terms under which TVA will grant an easement to Knox County for use of the entire 12-story building, and Knox County has agreed to grant a subeasement to the University for a portion of the first floor and several of the upper floors of the building (comprising approximately 17,687 square feet of space).

The proposed relocation will allow for the consolidation of UTSA staff and other University affiliated entities into a single location and provides a number of advantages, including: (i) creates greater collaboration, synergy, and efficiency; (ii) vacates a portion of the UT Conference Center that will facilitate the move of UT Knoxville’s Audiology and Speech Pathology from Neyland Stadium; (iii) avoids disruption and costs associated with temporarily relocating UTSA staff for the renovation of Andy Holt Tower (AHT); and (iv) provides additional space for UT Knoxville in AHT.

Among other things, the subeasement provides for design and construction services for the build-out of the space through Knox County’s design and construction contracts. The University will reimburse Knox County for the buildout costs at a rate estimated not to exceed \$125 per square foot. In addition, the University will enter into a number of related contracts associated with the subeasement.



# THE UNIVERSITY OF TENNESSEE BOARD OF TRUSTEES

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An overview of the key terms of the proposed subeasement and related contracts are set forth in Attachment A, which follows this summary.

The administration recommends approval of the subeasement and related contracts. Upon such approval, the Senior Vice Chancellor and Chief Financial Officer (“CFO”) will move forward with finalizing the definitive agreements, which then will be submitted to appropriate state agencies for final approval before being executed by the appropriate University officer(s).

### **Committee Action**

The Committee Chair will call for a motion to adopt the following Resolution:

Resolved:

1. The Executive Committee, acting on behalf of the Board of Trustees, hereby approves the subeasement and related contracts (collectively, the TVA Tower Agreements), to be entered into by the University with Knox County, Tennessee and/or Tennessee Valley Authority (TVA), for use of office space located in the TVA East Tower, 400 W. Summit Hill Drive, Knoxville, Tennessee.
2. The definitive TVA Tower Agreements shall be in form and substance consistent with the key terms set forth in Attachment A, which is incorporated herein by reference, as determined by the Senior Vice Chancellor and Chief Financial Officer in consultation with the General Counsel, and subject to all necessary approvals by the appropriate state agencies.
3. The proper officers of the University be and hereby are authorized to take any and all such actions as may be required or which they may deem necessary or appropriate in order to accomplish the foregoing.

Attachment A**OVERVIEW OF KEY TERMS - TVA EAST TOWER  
SUBEASEMENT AND RELATED CONTRACTS**

- **Easement between Knox County and TVA.** Knox County and Tennessee Valley Authority (“TVA”) will execute an easement (which operates like a lease) for the East Tower of the TVA Knoxville Office Complex in late May 2020 (“ET Easement”). The term of the ET Easement is 15 years with five 5-year options to extend for a potential total of 40 years.
- **Subeasement between UT and Knox County.** Knox County will execute a subeasement to The University of Tennessee (“UT”) for a portion of the first floor and several of the upper floors of the East Tower in late May 2020. The University of Tennessee Foundation, Inc. (“UTFI”) will sublease one floor from UT and UTFI will pay UT a pro rata rate for use of that floor. The floors occupied by UT and UTFI will have separate elevator access. The term of UT’s subeasement will also be 15 years with five 5-year options to extend for a potential total of 40 years. The cost will be \$1.00 per square foot annually for a total of approximately 17,687 square feet on the upper floors plus designated square footage on the first floor for meeting space.
- **Key Operational Provisions Under the Subeasement.** UT will be the beneficiary of security services and an operating agreement for the East Tower, as well as handicapped parking and access. In addition to the cost per square foot for rent under the subeasement, UT will owe approximately \$4.00 per square foot for additional costs and fees. UT will verify the actual costs and fees with Knox County each year, and UT will pay its actual pro rata portion of such costs.
- **Right of First Offer to Purchase.** Knox County will have a right of first offer to purchase the East Tower for the first 15 years of the ET Easement. If Knox County declines to exercise its right of first offer, UT will have the right to purchase the East Tower pursuant to the right of first offer subject to all relevant TVA and state approvals at such time.
- **Parking.**
  - Knox County will acquire the Summer Place Complex from TVA by permanent easement (which operates like a fee transfer) that includes a parking garage. Knox County will license the use of approximately half of the spaces, estimated to be around 330 spaces, to UT for the term of the subeasement. Knox County will charge UT \$50 per space per month, and UT will charge employees based upon a sliding scale. Knox County and UT will execute a right of first offer for UT to purchase the Summer Place Complex in the event that Knox County assigns the ET Easement to UT or UT exercises the right of first offer to purchase the East Tower.

- Knox County will acquire an additional parking lot known as the Fritts Lot by permanent easement for use as handicapped parking and access to the East Tower. Knox County will license handicapped parking spaces to UT for the term of the subeasement. UT will have the right of first offer to purchase the Fritts Lot easement if it assumes the ET Easement or UT exercises the right of first offer to purchase the East Tower.
- **Agreement between UT and TVA.** TVA and UT will execute a separate agreement that includes TVA's consent to the subeasement, consent to assignment of the ET Easement in the event that Knox County does not elect to renew or is in default, consent to the exterior UT-branded signage, and approval for UT to allow UTFI and the UT Research Foundation to occupy space in premises, among other items.
- **Build Out of Premises.** The subeasement provides for design and construction services for the build-out of the UT space in the East Tower through Knox County's design and construction contracts. UT will reimburse Knox County for the costs related to that work. TVA will review the design prior to construction commencement. The schedule and budget for design and construction will be determined when more information is known following completion of the design planning phase. UT will fund the costs from its operating budget.
- **Subsequent State Approvals.** Following UT Board approval of the terms set out herein, UT will seek approval of the subeasement and ancillary agreements from the Tennessee State Building Commission, the State of Tennessee Real Estate Administration Division of the General Services Commission, and the Tennessee State School Bond Authority. Such approvals are required before UT executes the agreements.





# THE UNIVERSITY OF TENNESSEE BOARD OF TRUSTEES

## AGENDA ITEM SUMMARY

Meeting Date:	May 8, 2020
Committee:	Executive
Item:	<b><u>Grant of Authority to Adjust Tuition/Fees - Summer Sessions</u></b>
Type:	Action
Presenter:	David Miller, Senior Vice President and Chief Financial Officer

### **Background Information**

Annually, the Board of Trustees sets tuition and fees for undergraduate and graduate programs at the campuses for the upcoming academic year (fall/spring semesters), along with tuition and fees for online programs (fiscal year).

Due to the coronavirus pandemic (COVID-19), in-person classes were suspended at all UT campuses for the University's 2020 spring academic semester. Classes were moved to an online format for the remaining duration of the spring semester, as well as for the upcoming 2020 summer semesters (including May mini-terms).

The Board of Trustees Policy on Approval of Student Fees (BT0016) is intended to, among other things, provide for the consistent administration of student fees and charges. The policy applies to student fees, fines, room and board, and other charges students may incur while attending or applying for admission to a University of Tennessee campus. The policy identifies the highest level of approval needed to enact a new fee or to change an existing fee. A copy of the Approval Matrix (as set forth in the Policy) is attached hereto.

As in-person instruction is not currently an option, certain adjustments to the fee schedules for the upcoming 2020 summer sessions may be necessary and appropriate to avoid unintended consequences for students. In some instances, charging the in-person fees may be warranted, instead of online fees. Similarly, adjustments to certain mandatory fees associated with certain programs may also be appropriate depending on the nature of class being offered and limitations for in-person activities (e.g., labs).



# THE UNIVERSITY OF TENNESSEE BOARD OF TRUSTEES

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The Administration is requesting that the Committee grant the Chancellors for the various campuses the authority to apply either tuition schedule (in-person or online) for the summer sessions and to make such other adjustments to mandatory fees as they deem appropriate and in the best interest of the students given the exceptional circumstances.

### **Committee Action**

The Committee Chair will call for a motion to adopt the following Resolution:

Resolved:

The Executive Committee, acting on behalf of the Board of Trustees, hereby authorizes the Chancellors, subject to consultation with the President, to determine the appropriate fee schedule to be applied for the 2020 summer sessions and to make such other adjustments to mandatory fees as they deem appropriate.



# THE UNIVERSITY OF TENNESSEE BOARD OF TRUSTEES

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## APPENDIX POLICY ON APPROVAL OF STUDENT

### FEES APPROVAL MATRIX

<b>FEE</b>	<b>Board</b>	<b>System</b>	<b>Campus</b>
<b>STUDENT COURSE FEES</b>			
• Maintenance Fee	X	X	X
• Out-of-State Tuition	X	X	X
• Differential Tuition	X	X	X
• Professional Program Fees	X	X	X
• Online and Distance Education Courses	X	X	X
<b>DEDICATED STUDENT FEES</b>			
• Programs and Services Fees	X	X	X
• Other Dedicated Student Fees	X	X	X
<b>SPECIAL COURSE FEES</b>		X	X
<b>APPLICATION FEES</b>		X	X
<b>ROOM AND BOARD</b>			
• Student Housing	X		X
• Housing Deposits			X
• Room Damages			X
• Meal Plans	X		X
<b>OTHER STUDENT FEES</b>			
• Non-credit Fees			X
• Contractual Course Fees			X
• Returned Check Fees			X
• Miscellaneous Student Fees			X
<b>FINES</b>	X	X	X
<b>REFUNDS</b>			X
<b>ADMINISTRATIVE ADJUSTMENTS</b>		X	





# THE UNIVERSITY OF TENNESSEE BOARD OF TRUSTEES

## AGENDA ITEM SUMMARY

Meeting Date: May 8, 2020

Committee: Executive

Item: Appointment of Non-voting Student Member of the Board of Trustees

Type: Action

Presenter: John C. Compton, Chair of the Board and Committee Chair

### **Background Information**

Pursuant to state law, a non-voting student member shall be appointed to the Board of Trustees. The student member shall: (i) be selected and appointed no later than May 31 of each year; (ii) rotate among the institutions of the University; and (iii) serve a one-year term, beginning July 1. The eligibility requirements and nomination process are set forth in Board Policy BT0027.

The non-voting student seat on the Board of Trustees rotates to UT Martin for FY 2020-2021. Philip A. Cavalier, Provost and Vice Chancellor for Academic Affairs, has carried out the nomination process as approved by the Board on March 1, 2019, and Chancellor Keith S. Carver has recommended the appointment of Leighton Chappell, a senior majoring in Sports Management. The Chancellor's recommendation and supporting materials follow this memorandum.

### **Committee Action**

The Committee Chair will call for a motion to adopt the following Resolution:

Resolved:

The Executive Committee, acting on behalf of the Board of Trustees, hereby appoints Leighton Chappell as the non-voting member of the Board of Trustees for a term beginning July 1, 2020 and ending June 30, 2021.



MARTIN

**Office of the Chancellor**  
325 Administration Building  
554 University Street  
Martin, Tennessee 38238  
Office: (731) 881-7500  
Fax: (731) 881-7019  
[www.utm.edu](http://www.utm.edu)

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April 29, 2020

Mr. John Compton  
Chair of the UT Board of Trustees  
5218 Bent River Boulevard  
Knoxville, TN 37919

Cynthia Moore  
Secretary and Special Counsel  
The University of Tennessee Board of Trustees  
813 Andy Holt Tower  
1331 Circle Park Drive  
Knoxville, Tennessee 37996

Dear Chair Compton and Secretary Moore:

In accordance with the UT Focus Act, a non-voting student member is to be appointed to the UT Board of Trustees for a term from July 1 through June 30. I am pleased that the 2020-2021 student member appointment to the Board will be a representative from The University of Tennessee at Martin campus.

Following UT Board Policy (BT0027), the Provost invited each of the college deans to nominate an eligible candidate with the required supporting nomination materials to advance his/her application and to facilitate the review and selection process. In consultation with Provost Philip Acree Cavalier, I completed the selection process for UTM's nomination of the 2020-2021 student member of the UT Board of Trustees.

With high regard, I am pleased to nominate Leighton Chappell, a senior Management major specializing in sports management from Flushing, MI, for your consideration as the upcoming non-voting student member of the UT Board of Trustees. If appointed, Leighton will well-represent the UT student voice during Board discussions and serve as an outstanding student ambassador and voting member of the Education, Research, and Service Committee of the Board.

Enclosed are the materials related to Leighton Chappell's nomination for the UT Martin Student Member of The University of Tennessee Board of Trustees. In the packet, you will find a completed application form, a letter from the nominee expressing interest and confirming credentials, nominee's resume, along with the dean's recommendation letter as part of the application process. Additionally, I certify that Leighton Chappell meets all eligibility requirements for the appointment as student member of the UT Board of Trustees.

Please contact our office should you have questions about the process or the candidate.

All the best,

Keith S. Carver, Jr.  
Chancellor

Enclosures

c: President Randy Boyd



April 29, 2020

MEMORANDUM

TO: Dr. Philip Acree Cavalier, Provost and Vice Chancellor for Academic Affairs  
FROM: Katie High, Interim Dean  
SUBJECT: Recommendation of Leighton Chappell as Student Member of the Board

I highly recommend that Mr. Leighton Chappell be chosen as the non-voting student member of the UT Board of Trustees. Mr. Chappell is an outstanding student in the UT Martin College of Business and Global Affairs. Additionally, he is a proven leader in the College and the campus at large.

Simply put, he is one of the “go to” students in the College of Business and Global Affairs. He has assisted me personally on projects related to our AACSB Accreditation, he actively participates in opportunities provided in the Sports Management program, he works with various student groups on campus, and he carries out all of these responsibilities with professionalism, good judgment, and a healthy, good-natured attitude.

He is an excellent student, maintaining a perfect academic record.

Were he to be selected as a student member of the Board of Trustees, I have every confidence that he will perform exceptionally well.

- He will work with other members of the Board as a team player.
- He will represent the voice of students rather than simply his own.
- He understands and appreciates the fiduciary responsibility of the Board.
- He knows when issues are to be kept confidential, and he respects the need to remain confidential regarding certain matters.
- He will communicate appropriately with students across the UT System on matters important to them.

In my 38 years with The University of Tennessee and serving as one of the staff to the Board for many years, I have worked with dozens of student trustees. Some are outstanding and have gone on to great careers while remaining very connected to their alma mater. I believe Leighton Chappell will be among this elite group.

He has my recommendation with absolutely no reservations.

Thank you in advance for his consideration.

# THE UNIVERSITY OF TENNESSEE

<b>System-wide Policy:</b>	
<b>BT0027 - Process for Appointment of a Non-voting Student Member of the Board of Trustees</b>	
<b>Version: 1</b>	<b>Effective Date:03/01/2019</b>

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## The University of Tennessee Board of Trustees Non-voting Student Member Application

### Instructions

If your college dean has decided to nominate you for the non-voting student position on the UT Board of Trustees, please submit the following materials to the dean:

1. This application form completed, signed, and dated.
2. A letter from you (1) describing your work, service, and leadership experiences relevant to your candidacy for the position; (2) expressing the reason for your interest in serving as a non-voting student member of the Board of Trustees; (3) describing your understanding of the fiduciary responsibilities of a Trustee and the constituency served by the Board; and (4) stating your intention to remain enrolled as a full-time student at your current institution through June 30 of the next year (or through graduation in May of the next year) and confirming your availability to attend the Annual Meeting of the Board in June of the next year; and
3. Your current resume.

Full Name: Leighton Chappell

E-mail address: XXXXXXXXXXXX

Permanent address and telephone number: XXXXXXXXXXXXXXXXXXXXXXXXXXXX

Campus where currently enrolled as a full-time student: The University of Tennessee at Martin

Beginning date of most recent continuous enrollment as a full-time student at the campus where currently enrolled (excluding summer terms): Fall 2020

College and degree program: Sport Management

Expected graduation date: May 2021

Current GPA: 4.0

*I affirm that I am currently enrolled as a full-time student and have been for at least one year and that I am in good academic and disciplinary standing with the University, with no pending disciplinary matters or sanctions and no prior disciplinary history. I further affirm that I am not currently serving as an officer or member of the Student Government Association. I authorize the Chancellor or a designee of the Chancellor to verify that I meet all eligibility requirements for appointment to the Non-voting Student Trustee position, and I agree that the University may disclose information from my education records, including my application, to the public for the purpose of considering my application during a public meeting of the University's Board of Trustees or the Executive Committee of the Board.*

Signature: Leighton Chappell

Date: 04/14/2020

Dear Board of Trustees,

My name is Leighton Chappell. I am a UT-Martin sport management student from Flushing, MI and have prior experience presenting to the Board from last fall (2019). As merely being a candidate to serve as a non-voting student member for the University of Tennessee Board of Trustees is an honor in itself, I believe I would be a great candidate to consider.

Since my enrollment at UT- Martin from the fall of 2017, I have been highly involved within experiences in and outside of school relevant to my candidacy. In part to the sport management program under Martin's College of Business and Global Affairs (CBGA), I have interned for three Super Bowls, two Golfweek Amateur Tour Championships, one Spring Training, and a variety of other events around the Jackson-Tennessee area. Throughout these events, I have had many responsibilities from escorting NFL Hall of Fame talent to and from pre-game activities during Super Bowl Sunday to handling the logistics associated with grass roots sports management. In doing so, I have evolved and developed as a young professional in assuring success. I have grown as a leader and team-player among my peers, I communicate exceptionally well with all individuals, and my problem-solution skills are continuously improving and are sharpened. Generally speaking, my prior sport-related experiences have prepared me well for a position as prestigious and prominent as a Board of Trustees member.

Outside of experiential learning, I have maintained a 4.0 G.P.A, served as a student assistant to UTM's women's tennis program (spring, 2020), served as a student representative during CBGA-related events (ex. I was one of eight business students who met and voiced their opinion concerning the CBGA when hosting visiting college-of-business deans), and currently work as a student-athlete tutor and student employee for sports information at UTM. These experiences, too, have prepared me well for a Board of Trustees position. I am capable and

willing to volunteer my time and effort for meaningful causes, have proven to be time and schedule oriented in ensuring all my responsibilities are taken care of, and continuously seek to improve the experiences/lives of all individuals surrounding me.

I am interested in serving as a non-voting student member of the Board of Trustees due to the mere idea of representing the student body. Due to my involvement both inside and outside of the classroom, I have a general understanding of the needs and wants of my student peers. Additionally, I have a proven past of working hard, seeking to positively impact the lives of others, and am fully capable of handling the duties associated with a Board of Trustees position. I have intentions to work within college administration in the future, and a student member position with The Board would be an overwhelmingly exceptional opportunity to begin my pursuit in doing so.

To conclude, with my exceptional grades, past experiences, and developed professionalism, I reiterate the belief that I would be a solid candidate to consider for the non-voting student position with the Board of Trustees. I also understand the fiduciary responsibilities of a Trustee, the constituency served by the Board, intend to remain as a full-time student at UT-Martin, and would intend to attend the Annual Meeting of the Board in June of 2021 if granted a position.

Best Regards,

Leighton Chappell

## Leighton Chappell

### EDUCATION

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**The University of Tennessee at Martin (UTM); Martin, Tennessee**

College of Business and Global Affairs, AACSB Accredited

*Bachelor of Science in Business Administration*

**GPA:** 4.00/4.00

Major: **\*Management**

\*Concentration: **Sport Business**

Minor: **Statistics**

Expected **Graduation** Date

**May 2021**

### PROFESSIONAL EXPERIENCE

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**Sports Information; Student Employee; UTM**

**September 2017 – Present**

- Record statistics for all home sporting events
- Commentate for women's soccer on ESPN+
- Update social media pages
- Train new employees
- Assist with game-day set-up/operations
- Deliver statistics to coaches, media, etc.
- Call play-by-play code for women's volleyball and men's/women's basketball
- Call defensive tackles for men's football
- Manage music for men's baseball and woman's softball

**Spring Training 2020; Game-day Intern; West Palm Beach & Jupiter, FL**

**March 2020**

- Checked bags, scanned fans, and accepted tickets at security gate
- Assisted with promotions including giveaways, games, advertisements, etc.
- Greeted fans as they entered through the gates
- Helped fans with general information and requests at Guest Services
- Temporarily entered stats using Roger Dean Chevrolet Stadium's stat system

**Super Bowl LIV; Talent Wrangler; Miami Gardens, FL**

**February 2020**

- Escorted talent for NFL Hall of Famers during Super Bowl pre-game activities.
- Controlled post-game traffic
- Completed On-Location training
- Served as a general Super Bowl Experience & Live volunteer during the week prior to Super Bowl Sunday
- Served as a general volunteer during multiple media parties throughout the week prior to Super Bowl Sunday

**JMCAACC; Event Intern; Jackson, TN** **September 2019**

- Set up and broke down advertisements throughout multiple course-holes
- Spoke on behalf of my university on a local radio station
- Managed putting contests and signage throughout course
- Assisted with post-tournament lunch

**Genesee County Road Commission; Laborer; Flint, MI** **May 2019 – August 2019**

- Pothole patching
- Traffic control/flagging
- Roadside cleanup
- Working with the general public
- General maintenance duties

**Super Bowl LIII; Talent Wrangler; Atlanta, GA** **February 2019**

- Escorted talent for NFL Hall of Famers during Super Bowl pre-game activities.
- Controlled post-game traffic
- Completed On-Location training
- Served as a general Super Bowl Experience & Live volunteer during the week prior to Super Bowl Sunday
- Served as a general volunteer during multiple media parties throughout the week prior to Super Bowl Sunday

**Golf Week Amateur Golf Tour; Event Intern; Hilton Head, SC** **October 2018**

- Managed player check-in
- Monitored golf-course conditions and social media accounts
- Recorded and submitted official player scores (via scorecards and computer software)
- Sold Golfweek Amateur Tour merchandise
- Conducted several player interviews
- Assisted with organizing dinners and lunches
- Served as valet for parking
- Served as a student leader directly assisting main management

**JMCAACC; Event Intern; Jackson, TN** **September 2018**

- Set up and broke down advertisements throughout multiple course-holes
- Spoke on behalf of my university on a local radio station
- Managed putting contests and signage throughout course
- Assisted with post-tournament lunch

**Parts for Carts; Parts Sorter; Bridgeport, Michigan** **May 2018 – August 2018**

- Recycled over 15,000+ pounds of metal, plastic, and cardboard
- Moved Parts for Carts from a 5000 square foot warehouse to a 35000 square foot warehouses (included cleaning, movement of stored items, constructing warehouse storage stands for Parts for Carts items, etc.)
- Dissembled Amigo Mobility Carts
- Handled and satisfied customer orders

**Super Bowl LII; Talent Wrangler; Minneapolis, MN** **February 2018**

- Escorted talent for NFL Hall of Famers during Super Bowl pre-game activities.
- Controlled post-game traffic
- Completed On-Location training
- Served as a general Super Bowl Experience & Live volunteer during the week prior to Super Bowl Sunday
- Served as a general volunteer during multiple media parties throughout the week prior to Super Bowl Sunday

**Golf Week Amateur Golf Tour; Event Intern; Hilton Head, SC** **October 2017**

- Managed player check-in
- Monitored golf-course conditions and social media accounts
- Recorded and submitted official player scores (via scorecards and computer software)
- Sold Golfweek Amateur Tour merchandise
- Conducted several player interviews
- Assisted with organizing dinners and lunches
- Served as valet for parking
- Served as a student leader directly assisting main management

**VOLUNTEER EXPERIENCES**

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<b>Director of Tennis Operations (UTM)</b>	<b>2020 – Present</b>
<b>College of Business and Global Affairs Student Representative (UTM)</b>	<b>2018 – Present</b>
o <u>Events</u> : Soybean Festival, Discussion board with visiting College of Business Deans, Advisory Board Presentation, Multiple radio appearances	
<b>Super Bowl Live and Experience (30+ Hours)</b>	<b>2020</b>
<b>Super Bowl Live and Experience (30+ Hours)</b>	<b>2019</b>
<b>Super Bowl Live and Experience (30+ Hours)</b>	<b>2018</b>

**HONORS AND AWARDS**

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<b>Betta Gamma Sigma; UTM</b>	<b>2019 – Present</b>
<b>Phi Kappa Phi; UTM</b>	<b>2019 – Present</b>
<b>Chancellor’s Honor Roll (Highest Honors); UTM</b>	<b>2017 – Present</b>

**ABILITIES**

- 
- Proficient with Microsoft Office**
  - Excellent communication skills**
  - Strong social media skills**
  - Ability to handle manual-labor tasks**







# THE UNIVERSITY OF TENNESSEE BOARD OF TRUSTEES

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## AGENDA ITEM SUMMARY

Meeting Date: May 8, 2020

Committee: Executive

Item: **Appointment of a Faculty Member to the Education, Research, and Service Committee**

Type: Action

Presenter: John C. Compton, Chair of the Board and Committee Chair

### **Background Information**

Pursuant to state law and the Bylaws, the Education, Research and Service Committee of the Board of Trustees shall include a full-time faculty member, who shall serve as a voting member of such committee. The faculty member shall: (i) be selected and appointed no later than May 31 of each year; (ii) rotate among the institutions of the University; and (iii) serve a one-year term, beginning July 1. The eligibility requirements and nomination process are set forth in Board Policy BT0028.

The faculty seat rotates to UT Chattanooga for FY 2020-2021. Jerold L. Hale, Provost and Senior Vice Chancellor for Academic Affairs, has carried out the nomination process as approved by the Board on March 1, 2019, and Chancellor Steven R. Angle has recommended the appointment of Christina Vogel, Associate Professor in the Department of Art, College of Arts and Sciences. The Chancellor’s recommendation and supporting materials follow this memorandum.

### **Committee Action**

The Committee Chair will call for a motion to adopt the following Resolution:

Resolved: The Executive Committee, acting on behalf of the Board of Trustees, hereby appoints Christina Vogel as a voting member of the Education, Research, and Service Committee for a term beginning July 1, 2020 and ending June 30, 2021.



OFFICE OF THE CHANCELLOR  
Dept. 5605  
615 McCallie Avenue  
Chattanooga, TN 37403  
Phone: (423) 425-4141  
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MEMORANDUM

TO: John Compton, Chair of the Board and Committee Chair  
FROM: Steven R. Angle, Chancellor *Steven R. Angle*  
RE: Nomination of Christina Vogel to Education, Research and Service Committee  
DATE: April 29, 2020

Jerold L. Hale, Provost and Senior Vice Chancellor for Academic Affairs, has carried out the nomination process as approved by the Board on March 1, 2019. Nominations were submitted from deans and from the UTC Faculty Senate. Christina Vogel, Associate Professor in the Department of Art, was nominated by the Dean of the College of Arts and Sciences and the President of the UTC Faculty Senate. Professor Vogel is an outstanding teacher, award-winning and active scholar whose scholarship takes the form of creative activity (painting and drawing), and she has engaged in a variety of substantive service roles on our campus. She is committed to shared governance, has agreed to serve if selected, and will be an outstanding representative of the faculty to the Education, Research, and Service Committee.

I am pleased to recommend her appointment to you.

**PROVOST AND SENIOR VICE CHANCELLOR  
FOR ACADEMIC AFFAIRS**



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TO: Steve Angle, Chancellor  
FR: Jerold L. Hale, Provost and Senior Vice Chancellor for Academic Affairs  
RE: Christina Vogel Nomination for Education, Research and Service Committee  
DA: April 28, 2020

A handwritten signature in blue ink, likely belonging to Jerold L. Hale, the Provost and Senior Vice Chancellor for Academic Affairs.

I am pleased to support the nomination of Professor Christina Vogel for membership in the Board's Education, Research and Service Committee. Professor Vogel is an Associate Professor in the Department of Art where she teaches painting and drawing. She is an outstanding instructor in a department where strong teaching is the rule rather than the exception. She is a 2018 recipient of a UT Alumni Association Outstanding Teacher Award. Her teaching regularly includes high impact practices for her students.

Professor Vogel is also an outstanding scholar. Her scholarship includes both creative activities of several sorts. Her art has been featured in more than 40 juried exhibitions nationally and internationally. She has also been named, in juried selection processes, as a featured artist in residence both nationally and internationally. She has also completed, and has ongoing, curatorial projects.

She is a model campus citizen as well. She has performed significant service to her department, the College of Arts and Sciences, UTC, her profession, and the community. Her service activities are too numerous to list, but I am especially grateful for her membership on UTC's General Education Steering Committee. UTC is in the SACSCOC reaffirmation class of 2021 and the steering committee will play a vital role related to the curriculum and assessment for UTC's reaffirmation. Her service also dovetails with UTC's mission to collaborate in significant ways with the greater Chattanooga community. Professor Vogel coordinates UTC's Art for All project. That project involves significant collaboration with students in the College of Engineering and Computer Science so that engineering students design devices to help disabled people create artwork, and where art faculty help the disabled artists take the images in their heads and bring them to completed works of art.

Professor Vogel was selected from among several campus nominees including ones from each college and the UTC Faculty Senate. I strongly support her nomination. She will serve admirably in the role if approved.

**CHRISTINA RENFER VOGEL****EDUCATION**

- 2005 MFA, Painting, Massachusetts College of Art, Boston, MA  
 2003 BFA, Painting, Tyler School of Art, Temple University, Philadelphia, PA, magna cum laude  
 2000 Temple University Rome, Spring Semester

**TEACHING EXPERIENCE**

- 2013-Present Assistant Professor of Art, Painting and Drawing, University of Tennessee at Chattanooga, Chattanooga, TN  
 Teach all levels of painting and drawing. Responsibilities include curriculum development, advisement of painting and drawing majors, mentorship of and coordination with contingent faculty in painting and drawing, and management of painting and drawing facilities, while maintaining an active studio practice.  
 Courses taught: Color Theory, Observational Drawing, Figure Drawing, Painting I, Painting II, Painting and Drawing Major Studio I, Figure Painting, Drawing VI, Painting and Drawing Major Studio III, and Senior Studio
- 2010-13 Adjunct Faculty, University of Nebraska at Omaha, Omaha, NE  
 Developed syllabi, provided instruction, and evaluated student work  
 Courses taught: Foundation Drawing/ 2D Design, Life Drawing I, and Life Drawing II
- 2010 Adjunct Faculty, Iowa Western Community College, Council Bluffs, IA  
 Developed course content, lectured, led class discussions, and evaluated student work  
 Course taught: Art Appreciation
- 2008-09 Lecturer, Chester College of New England, Chester, NH  
 Developed syllabi and collaborated with faculty to expand upon the curriculum, team-taught foundations color, lectured, led discussions and critiques, and evaluated student work  
 Courses taught: Primary Studios: Color, Drawing I, Drawing II, Painting I, and Advanced Drawing/ Painting
- 2007 Adjunct Faculty, University of New Hampshire, Durham, NH  
 Developed the syllabus, provided instruction, and evaluated student work  
 Course taught: Introduction to Drawing
- 2005-06 Continuing Education Instructor, Massachusetts College of Art, Boston, MA  
 Developed syllabi, lectured, led critiques, and evaluated student work  
 Courses taught: Self Portraiture through Drawing, Portrait Painting
- 2004 Instructor of Record, Massachusetts College of Art, Boston, MA  
 Developed syllabi, lectured, led critiques, and evaluated student work  
 Course taught: Introduction to Painting

**SOLO EXHIBITIONS**

- 2019 *One Tree is Like Another Tree*, Hoover Public Library Galleries, Hoover, AL  
*Retreat*, David Lusk Gallery, Nashville, TN (curated by Amelia Briggs)
- 2017 *To Go Unnoticed*, Julia Martin Gallery, Nashville, TN (curated by Julia Martin)  
*Home Bodies*, Christensen Center Art Gallery, Augsburg College, Minneapolis, MN (selected by faculty committee)
- 2016 *Observations*, Moon Gallery, Berry College, Rome, GA (curated by Brad Adams)  
*Encounters*, University Art Gallery, The University of the South, Seawanee, TN (curated by Shelley MacLaren)
- 2013 *Observed*, Montgomery College, Takoma Park, MD (selected by faculty committee)  
*Family Portraits*, Fred Simon Gallery, Omaha, NE
- 2012 *Snapshots*, Wadleigh Gallery, Chester College of New England, Chester, NH (curated by Megan McNaught)
- 2010 *Portraits*, The Lichen, Lincoln, NE (curated by Sam Rapien and Ella Durham)
- 2006 *Portraits*, The Colony Group, Boston, MA

## SELECTED INVITATIONAL GROUP AND JURIED EXHIBITIONS

- 2020 *Thinking Through Things: A Still Life Painting Invitational*, Nicholls State University, Thibodaux, LA, Southside Gallery, Oxford, MI (curated by Joseph Holsapple)  
*February Invitational*, LABspace, Hillsdale, NY (curated by Ellen Letcher and Julie Torres)
- 2019 *Appalachia Now! An Interdisciplinary Survey of Contemporary Art in Southern Appalachia*, Asheville Art Museum, Asheville, NC, (curated by Jason Andrew) (catalogue)  
*Be. Long. Ing.*, an online exhibition presented by I Like Your Work podcast (curated by Mychaelyn Michalec, David Linneweh, and Erika b Hess)  
*Burn the Witch*, Electric Shed, Nashville, TN (curated by The Neon Heater)  
*Rhythms of Being* with Andrea Marquis and Angie To, Davison Gallery, Roberts Wesleyan College, Rochester, NY (curated by Joanna S. Poag)
- 2018 *SECAC Juried Exhibition*, Abrams-Engel Institute for the Visual Arts, University of Alabama at Birmingham, Birmingham, AL (juried by Peter Baldaia)  
*Ripple / Nature / Bodies* with David Onri Anderson and KJ Schumacher, David Lusk Gallery, Nashville, TN (curated by Amelia Briggs)  
*Everywhere and There: Directions in Contemporary Figurative Painting*, Ground Floor Contemporary, Birmingham, AL (curated by Bryce Speed)
- 2017 *Folk Fiction*, Clara M. Eagle Gallery, Murray State University, Murray, KY (curated by T. Michael Martin)  
*Imagination (Un)Bound*, Moon Gallery, Berry College, Mt. Berry, GA (curated by Brad Adams)  
*Honoring the Legacy of David Park*, Santa Clara University, Santa Clara, CA (juried by DeWitt Cheng, Andrea Pappas, and John Seed) (catalogue)  
*Giallo: The Tiny Biennale*, University Art Gallery, Temple University Rome, Rome, Italy; Temple University, Philadelphia, PA (curated by Susan Moore)  
*Ekphrasis*, The Central Collective, Knoxville, TN (curated by Johanna Winters)  
*Fiction (With Only Daylight Between Us) v2*, Raygun Projects, Queensland, Australia; Julian Jackson Studios, Brooklyn, NY (curated by Jeffrey Cortland Jones)
- 2016 *Gatherings: Christina Renfer Vogel and Brian Edmonds*, Pleat, online exhibition (curated by Bethany Irons)  
*Fiction (With Only Daylight Between Us) v2*, Corridor Projects (divisible), Dayton, OH; Boeckercontemporary, Heidelberg, Germany; Angelika Studios, High Wycombe, England (curated by Jeffrey Cortland Jones)  
*We the People*, Palomar College, San Marcos, CA (curated by Sasha Reibstein)  
*SECAC Juried Exhibition*, Eleanor D. Wilson Museum at Hollins University, Roanoke, VA (juried by Jenine Culligan) (catalogue)
- 2015 *Apart: Christina Renfer Vogel and Amy Johnson*, Covenant College, Lookout Mountain, GA (curated by Jeffrey Morton)  
*Confluence*, Future Tenant, Pittsburgh, PA, Third Place (juried by Jessica Beck)  
*Art of the South*, Memphis College of Art, Memphis, TN (juried by Wayne White)
- 2014 *51st Annual Juried Exhibition*, Masur Museum of Art, Monroe, LA, Third Place (juried by Kelly Shindler)  
*Nebraska Arts Council Fellowship Exhibition*, Museum of Nebraska Art, Kearney, NE (curated by Teliza V. Rodriguez)  
*Valdosta National Juried Exhibition*, Valdosta State University, Valdosta, GA, Honorable Mention (juried by Carolyn Henne) (catalogue)
- 2012 *Jake Gillespie and Christina Renfer Vogel*, Petshop Gallery, Omaha, NE (curated by Benjamin McQuillan)  
*Little Waves*, Rotunda Gallery, University of Nebraska-Lincoln, Lincoln, NE (curated by Victoria Hoyt and Alison Van Volkenburgh)
- 2011 *New Work: Stephen Azevedo and Christina Renfer Vogel*, RNG Gallery, Council Bluffs, IA  
*Man as Object: Reversing the Gaze*, SOMArts, San Francisco, CA (juried by Tanya Augsburg) (catalogue)  
*Emerging*, Union for Contemporary Art, Omaha, NE (curated by Brigitte McQueen)  
*Myself: A Survey of Contemporary Self-Portraiture*, University of Nevada, Reno, NV (juried by Marjorie Vecchio) (catalogue)  
*Intimate: Small Works*, Brooklyn Artists Gym, Brooklyn, NY

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- 2010 *From Our Perspectives*, Oakland Community College, Farmington Hills, MI, Honorable Mention (juried by Gilda Snowden) (catalogue)
- 2008 *Painting as Presence*, Fine Arts Workshop, New Haven, CT (juried by William Bailey)  
*Open Painting*, Providence Art Club, Providence, RI (juried by Judith Tolnick Champa)
- 2007 *Painting 2007*, Icebox Project Space, Philadelphia, PA (juried by Jenelle Porter)
- 2006 *National Prize Show*, Cambridge Art Association, Cambridge, MA (juried by Cheryl Brutvan)
- 2004 *Habitations*, Patricia Doran Gallery, Massachusetts College of Art, Boston, MA
- 2003 *Revisionist History*, The Optimistic Gallery, Philadelphia, PA

## HONORS AND AWARDS

### Institutional Grants for Teaching and Research (totaling \$65,325)

- 2020 High-Impact Practices Development Grant, funding to bring New York-based artists and curators Ellen Letcher and Julie Torres to UTC to present a public artist lecture, conduct studio visits with upper division majors, and present a collaborative art installation as part of my office gallery project (\$1,868)
- 2019 Fall Faculty grant, to support travel to attend the opening of *Appalachia Now! An Interdisciplinary Survey of Contemporary Art in Southern Appalachia at the Asheville Art Museum* in Asheville, NC (\$677)  
High-Impact Practices Development Grant, funding to bring Massachusetts-based artist Alex Callender to UTC to present a public artist lecture and conduct studio visits with upper division majors (\$1,583)  
Spring Faculty Grant, support for the creation of new work and costs associated with a spring 2019 exhibition at the David Lusk Gallery in Nashville, TN (\$1,500)
- 2018 Fall Faculty Grant, support for the creation and framing of new work, the acquisition of supplies, and shipping costs associated with a 2019 exhibition at Roberts Wesleyan College in Rochester, NY (\$1,824)  
High-Impact Practices Development Grant, funding to acquire French easels and other equipment and supplies for use in *Painting I and beyond* (\$2,080)  
Summer Faculty Grant, support for travel to Italy to teach *In Response to Place: Developing an Individual Approach to Landscape Painting*, a summer 2018 affiliate workshop with the JSS in Civita program in Civita Castellana, Italy (\$1,500)  
UT Alumni Association Outstanding Teacher Award, one of two awarded to UTC faculty from across the university in 2018, nominated by students in honor of exceptional teaching (\$1,000)  
Think Achieve Faculty Award, recognition for faculty who have demonstrated exemplary teaching and facilitation that meets the goals of Think Achieve, a program that promotes critical thinking and student-centered experiential learning (\$1,000)  
Supplemental Travel Grant, support for travel to Nashville, TN for a curatorial project (\$435)  
Library Enhancement Grant, funding to increase the library's collection of books on painters who are women (\$750)
- 2017 Promoting Equity and Diversity on Campus Award, funding to support a lecture series developed in collaboration with Dr. Jordan Amirkhani, Assistant Professor of Art History, and Professor Katie Hargrave, Assistant Professor of Foundations, to bring regional arts professionals to UTC to promote equity and diversity in the arts (lead author) (\$3,000)  
Pre-Tenure Enhancement Program (PREP) Award, University of Tennessee at Chattanooga, Chattanooga, TN, a grant to support the continued development of new paintings and demonstrate the merit of my creative research in order to build capacity to successfully achieve tenure, more dedicated research time in the form of a course release, and financial support to acquire equipment and supplies (\$11,500)  
UC Foundation Community Research Grant, continued funding to support the Art for All project, a collaboration with Dr. Cecelia Wigal, UC Foundation Professor of Engineering, to bring art and engineering students together to develop tools that will help children and adults with disabilities create art (second year of support for this project) (\$10,000)  
Ruth Holmberg Grant for Faculty Excellence, University of Tennessee at Chattanooga, Chattanooga, TN, support for travel to and participation in the JSS in Civita artist residency in Civita Castellana, Italy (\$4,907)

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- 2016 Fall Faculty Grant, funding to support *Home Bodies*, a solo exhibition at Augsburg College in Minneapolis, MN (\$1,706)  
 UTC Engaged Grant, support for the Art for All project, a collaboration with Dr. Cecelia Wigal, UC Foundation Professor of Engineering, to bring art and engineering students together to develop tools that will help children and adults with disabilities create art in partnership with Chattanooga-based organizations Signal Centers' Assistive Technology Center, HART Gallery, and Open Arms Care, and with an ultimate project goal to build a library of assistive art tools that can be used at partner locations or loaned to area schools (\$8,000)  
 Access and Diversity Professional Development Funding, support to participate in an artist residency at the Hambidge Creative Residency Program in Rabun Gap, GA (\$982)
- 2015 Access and Diversity Professional Development Funding, support to participate in an artist residency at the Virginia Center for the Creative Arts in Johnston, VT (\$2,405)  
 Access and Diversity Professional Development Funding, support for conference registration, travel, and lodging to attend the 2015 Southeastern College Art Conference in Pittsburgh, PA (\$1,030)  
 Library Enhancement Grant, funding to increase the breadth of figurative painting and drawing resources in the collection with attention to acquisitions featuring women and artists of color (\$750)
- 2014 Research and Creative Activity Grant, funding for Chattanooga studio space and Vermont Studio Center artist residency (\$5,000)  
 ThinkAchieve Grant, support for an experiential learning project. Funding supported ART 4060: Drawing VI students who worked collaboratively to research, conceptualize, and create new artwork to exhibit in a group exhibition at the Association for the Visual Arts (AVA) in Chattanooga, TN (\$1,078)  
 Speakers and Specials Events Grant, with additional support from the Student Governance Committee, to bring Nebraska-based artist Yinghau Zhu to UTC to exhibit at the Apothecary project space, present a public artist lecture, and conduct studio visits with upper division majors (\$750)

**External Research Grants and Awards (totaling \$26,300)**

- 2017 LIAEP Award, Lighton International Artists Exchange Program, Kansas City, MO to support travel to and participation in a JSS in Civita artist residency in Civita Castellana, Italy. (\$4,800)
- 2015 Tennessee Arts Commission Professional Development Support Grant, support for an artist residency at the Virginia Center for the Creative Arts, Nashville, TN (\$750)
- 2014 Third Place Award, *51st Annual Juried Exhibition*, Masur Museum of Art, Monroe, LA (juried by Kelly Shindler) (\$750)
- 2013 Vermont Studio Center Artist's Grant, support of four-week residency, Johnson, VT (\$1,500)  
 Nebraska Arts Council Individual Artist Fellowship, support of creative research, Omaha, NE (\$1,000)
- 2012 Vasari Colors Artist Grant, support through artist materials, New York, NY (\$1,000)
- 2007 Somerville Arts Council Artist Fellowship Grant, support of creative research, Somerville, MA (\$1,500)
- 2005 Elizabeth Greenshields Foundation Grant, support of creative research, Montréal, Canada (\$10,000 Canadian)  
 George Nick Award, support of creative research, Massachusetts College of Art, Boston, MA (\$5,000)

**ARTIST RESIDENCIES**

- 2017 JSS in Civita, Civita Castellana, Italy
- 2016 Hambidge Center for the Creative Arts, Rabun Gap, GA
- 2015 Virginia Center for the Creative Arts, Amherst, VA
- 2014 Vermont Studio Center, Residency and Artist Grant, Johnson, VT
- 2013 Kimmel Harding Nelson Center for the Arts, Nebraska City, NE

**CURATORIAL PROJECTS**

Office Space, University of Tennessee at Chattanooga, Bretske Hall 203, Chattanooga, TN

*An ongoing project that presents work by national artists in my faculty office*

Peter Gehrig, March 16–April 20, 2020

Ellen Letcher and Julie Torres, Jan. 15–Feb. 24, 2020

Sarah D'Ambrosio, Aug. 26–Sept. 26, 2019

Pierre Obando, Mar. 21–Apr. 28, 2019

Marisa Keris, Nov. 1–Dec. 6, 2018

*With Feeling*, Avital Burg, Mary Addison Hackett, Keiran Brennan Hinton, Polly Shindler, and Kelly S. Williams, Ground Floor Contemporary, Birmingham, AL, July 11-28, 2019, *upcoming*

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*Of Weight and Breath*, co-curated with Ty Smith, a group exhibition of work by Brett Baker, Susanna Coffey, Clare Grill, and Ellen Siebers, East Side Project Space, The Packing Plant, Nashville, TN, April 7-28, 2018

#### PRESS/PUBLICATIONS/WRITING

"Christina Renfer Vogel: Perceptual Painting as a Contemporary Culture Bomb," Peachy Keen (podcast), Episode 24, April 23, 2019.

"Make a Man: Vivian Liddell at Versa, Chattanooga," Burnaway, April 4, 2019.

"Selects: Curated by Brian Edmonds," Locate Arts: The Focus (blog), March 16, 2018.

"Studio Visit: Christina Renfer Vogel," Locate Arts: The Focus (blog), November 9, 2017.

Jodi Hays "Connector Interview: Painting and Politics by Jodi Hays," Locate Arts: The Focus (blog), October 19, 2017.

Melinda Baker, "Christina Vogel's Colorful Observations on View at Julia Martin Gallery," *The Tennessean*, May 17, 2017.

Sara Lee Burd, "The Perceptual Art of Christina Renfer Vogel," *Nashville Arts Magazine*, May 2017.

Sam King, "Interview: Christina Renfer Vogel," MW Capacity (blog), March 15, 2017.

Featured on Painter's Table (blog), March 16, 2017.

*Grist Journal*, "Ekphrasis," The University of Tennessee, February 2017.

"Studio Visit: Christina Renfer Vogel," Pleat Gallery (blog), December 20, 2016.

Ernie Paik, "Finding the Art in the Spaces in Between," *The Pulse*, August 17, 2016.

Lynda Edwards, "The Art of Isolation," *The Chattanooga Times Free Press*, March 6, 2016.

*Poets and Artists Magazine*, "Heightened Perceptions," Curator: John Seed, Volume 65, October 2 2015.

*Studio Visit Magazine*, Open Studios Press, Boston, Mass., Juror Trevor Richardson, June 2012.

Michael J. Krainak, "See What's Missing," *The Reader*, November 23, 2011.

Sally Deskins, "Christina Renfer Vogel, Artist," Les Femmes Folles: Women in Art (blog), July 14, 2011.

Judy Birke, "Paeon to Painting," *New Haven Register*, May 18, 2008.

#### LECTURES/ PRESENTATIONS/ WORKSHOPS

March 5-6, 2020, Artist talk, facilitation of collaborative drawing workshop, and graduate studio visits, East Tennessee State University, Johnson City, TN

October 18, 2019, Presentation with Dr. Cecelia Wigal, "Art for All: An Experiential Learning Collaboration Between Engineering and Art," SECAC Conference, Chattanooga, TN

July 28, 2019, Curator's Talk in relationship to *With Feeling*, Ground Floor Contemporary, Birmingham, AL, July 28, 2019

October 19, 2018, Chair, "Teaching Studio Fundamentals Through a Contemporary Lens," SECAC Conference, Birmingham, AL

July 29, 2018, Gallery Q&A with curator Bryce Speed in relationship to *Everywhere and There: Directions in Contemporary Figurative Painting*, Ground Floor Contemporary, Birmingham, AL

July 18, 2018, Gallery Talk with David Onri Anderson, KJ Schumacher and curator Amelia Briggs in relationship to *Ripple / Nature / Bodies*, David Lusk Gallery, Nashville, TN

June 25-July 9 2018, Workshop, "In Response to Place: Developing an Individual Approach to Landscape Painting," JSS in Civita, Civita Castellana, Italy

April 14, 2018, Gallery Talk with co-curator Ty Smith in relationship to "Of Weight and Breath," East Side Project Space, The Packing Plant, Nashville, TN

Led a Q&A forum with curator Teka Selman for Seed Space's Insight Series, Zeitgeist Gallery, Nashville, TN, January 27, 2018

October 26, 2017, Presentation, "Small But Mighty: Strategies to Encourage Experimentation, Risk-Taking, and the Development of an Individual Painting Language," SECAC Conference, Columbus, OH

April 4, 2017, Presentation, "How to Find Funding and Exhibition Opportunities to Support and Sustain Your Practice," Covenant College, Lookout Mountain, GA

March 30, 2017, Gallery Talk and Painting Workshop, Augsburg University, Minneapolis, MN

October 20, 2016, Presentation, "Studio Research & Ideation: Mining and Making," SECAC Conference, Roanoke, VA

October 13, 2016, Presentation with Adrian Banning, Assistant Clinical Professor at Drexel University, "The Use of Close Looking to Improve Observation and Empathy Skills in Clinicians," 2016 Physician Assistant Education Association Annual Education Forum, Minneapolis, MN

September 29, 2016, Organized and facilitated presentations and a panel Discussion, "Making Opportunity: Recent Art Graduates Reflect," Hunter Museum of American Art, Chattanooga, TN

February 27, 2016, Figure Drawing Workshop, The University of the South, Seawanee, TN

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February 9, 2016, Artist Talk, Berry College, Rome, GA  
 February 5, 2016, Artist Talk and Upper Division Studio Visits, The University of the South, Sewanee, TN  
 January 21, 2016, Panelist, "Curator and Gallerist Panel," Chattanooga Workspace, Chattanooga, TN  
 October 22, 2015, Presentation, "Snapshots as Source Material in Recent Work," Southeastern College Art Conference, Pittsburgh, PA  
 September 16, 2015, Gallery Q&A with Jeffrey Morton, Art Department Chair and Professor of Art, Covenant College, Lookout Mountain, GA  
 April 21, 2015, Research and Creative Activity Grant Recipient Presentation, UTC Arts and Sciences College Convocation, UTC, Chattanooga, TN  
 November 5, 2011, Gallery Talk, RNG Gallery, Council Bluffs, IA

**PROFESSIONAL EXPERIENCE**

2010-13 Development Manager, Bemis Center for Contemporary Arts, Omaha, NE  
 Developed strategic fundraising initiatives for a nonprofit recognized for its international urban residency, exhibitions, and community arts programs. Wrote local, state, and national grant applications for programming and operating support, worked closely with the executive director to launch a \$2.6 million capital campaign, managed memberships and a donor database of over 10,000 constituents, managed public and private events, and served as staff liaison to the board of directors.

**Bemis Grants Written and Awarded (totaling \$539,056)**

2013 National Endowment for the Arts Art Works Grant, \$30,000 to support the residency program, Washington D.C.  
 Nebraska Arts Council Grant, \$34,962 for operations, Omaha, NE  
 Peter Kiewit Foundation Grant, \$25,000 for operations, Omaha, NE  
 Lincoln Financial Foundation Grant, \$20,000 for a community arts residency program, Lincoln, NE  
 Douglas County Visitor Improvement Fund Grant, \$16,000 for programming and operations, Omaha, NE

2012 Iowa West Foundation Grant, \$62,500 for a community arts residency, Council Bluffs, IA  
 National Endowment for the Arts Grant, \$35,000 Art Works grant for the residency program, Washington D.C.  
 Nebraska Arts Council Grant, \$34,094 for operations, Omaha, NE  
 Mammel Foundation Grant, \$10,000 for community arts research and development, Omaha, NE  
 Omaha Community Foundation Grant, \$6,800 for website development, Omaha, NE  
 Douglas County Visitor Improvement Fund Grant, \$7,000 for marketing/website development, Omaha, NE  
 Pottawattamie County Community Foundation, \$2,500 for community arts, Council Bluffs, IA

2011 Douglas County Visitor Improvement Fund, \$6,700 for marketing/website development, Omaha, NE  
 Iowa West Foundation, \$55,500 for community arts, Council Bluffs, Iowa  
 Lincoln Financial Foundation, \$25,000 for education programming, Lincoln, NE  
 National Endowment for the Arts Art Works Grant, \$20,000 for the residency program, Washington D.C.  
 National Endowment for the Arts Consortium Grant, \$25,000 for a community arts residency, Washington D.C.  
 Omaha Community Foundation Grant, \$8,500 for the residency program, Omaha, NE  
 Peter Kiewit Foundation, \$30,000 for website development, Omaha, NE  
 Sherwood Foundation, \$10,000 operations grant, Omaha, NE  
 Weitz Family Foundation, \$30,000, over three years, for the residency program, Omaha, NE  
 Gifford Foundation, \$19,500, over three years, for the residency program, Omaha, NE

2010 Lincoln Financial Foundation, \$25,000 for the exhibitions program, Omaha, NE

**Bemis Grants Coordinated and Awarded (totaling \$360,565)**

2011 Rauschenberg Foundation Grant, \$50,000 for Theaster Gates' Town Hall project, New York, NY  
 Nebraska Arts Council Grant, \$37,613 for operations, Washington D.C.

2010 Mammel Foundation Grant, \$100,000 for the Building Bemis capital campaign, Omaha, NE  
 Nebraska Arts Council Grant, \$29,202 for operations, Omaha, NE  
 Nebraska Humanities Council Grant, \$5,250 for community arts, Lincoln, NE  
 Nebraska Humanities Council Grant, \$6,500 for support website improvements, Lincoln, NE  
 Douglas County Visitor Improvement Fund Grant, \$7,000 for exhibitions, Omaha, NE  
 Weitz Family Foundation Grant, \$125,000 for the Building Bemis capital campaign, Omaha, NE

**PROFESSIONAL SERVICE****Service to the Art Department**

2013-Present	Management of UTC Painting and Drawing facilities, oversee the upkeep, maintenance, and equipment in four buildings across campus, shared studio classrooms in Bretske Hall, the Collins Annex, and 12 upper division studios in Carriage House and Caretaker's Quarters
2014-Present	Art Department Figure Model Coordinator, recruit, hire, and schedule figure models in fall and spring for all sections of Observational Drawing, Figure Drawing, and Figure Painting, in coordination with multiple faculty, working models, and the Art administrator
2019-Present	Committee Member, Rank, Tenure, and Promotion Committee
2014-19	Committee Member, Art Department Strategic Planning and Advisory Committee
2019	Committee Member, Gallery Director and Curator Search
2018	Committee Member, Art History Faculty Search
2018	Committee Member, Department of Art Head Search
2017-18	Committee Member, Sculpture Faculty Search
2017-18	Committee Member, Photo and Media Art Lecturer Faculty Search
2016-17	Committee Member, Foundations Faculty Search
2016-17	Committee Member, Sculpture Technician Search
2015-16	Chair, Painting and Drawing Lecturer Faculty Search
2015-16	Committee Member, Sculpture Lecturer Faculty Search
2014-15	Co-Chair, Painting and Drawing Lecturer Faculty Search
2014-15	Committee Member, Sculpture Lecturer Faculty Search
2014-15	Committee Member, Art History Visiting Assistant Professor Search
2014-15	Committee Member, Ad Hoc Lecturer's Committee
2013-14	Committee Member, Foundations Coordinator Faculty Search
2013-14	Committee Member, Photography and Media Art Faculty Search

**Service to the University**

2015-18	Committee Member, UTC Experiential Learning Task Force, review applications to designate appropriate courses with the Beyond the Classroom (BTC) distinction, indicating an experiential learning component that encourages students to apply their knowledge and skills in a practical setting
2017-18	Committee Member, College of Arts and Sciences College Council, solicited and reviewed nominations for annual college awards to recognize excellence in teaching, research, and service
2016-17	Committee Member, General Education Committee, faculty committee that reviews curriculum to ensure that general education courses expand students' fundamental knowledge, abilities, and aesthetic sensibilities, leading to more enriched lives and a more comprehensive view of our global world.
2016-17	Founding member of Mocs I Cubed, a faculty-led group promoting interdisciplinary inquiry and instruction through monthly opportunities for faculty to come together to share research and pedagogy in the spirit of building new partnerships
2015	UTC Safe Zone Training to serve as an ally and help foster a supportive environment for LGBTQIA members of the campus community

**Service to the Field**

2019-Present	Board Member, SECAC, a national non-profit organization devoted to education and research in the visual arts
2020	External Reviewer of the Austin Peay State University Design Major Fields Test
2015-2018	Co-Director of the 2019 SECAC Conference, a national arts conference hosted by the UTC Department of Art, October 16–19, 2019 in Chattanooga, TN
2016-Present	Advisor, Locate Arts, Nashville, TN, an organization that seeks to connect artists across the state and promote contemporary art in Tennessee
2011-13	Education Committee Member, Union for Contemporary Arts, Omaha, NE, a nonprofit organization committed to uniting artists and the community to inspire positive social change

*Updated January 27, 2020*

**PROFESSIONAL MEMBERSHIPS**

Bemis Center for Contemporary Arts, Omaha, NE, a nonprofit recognized for its international urban residency, exhibitions, and community arts programs that seeks to support exceptional talent

Hunter Museum of American Art, Chattanooga, TN, a museum that focuses on American art from Colonial to contemporary  
SECAC, a national non-profit organization devoted to education and research in the visual arts

Union for Contemporary Arts, Omaha, NE, a nonprofit organization committed to uniting artists and the community to inspire positive social change



## AUDIT AND COMPLIANCE COMMITTEE WORK PLAN (2020 -2021)

### **PURPOSE:**

The Audit and Compliance Committee (“Committee”) is established pursuant to the State of Tennessee Audit Committee Act of 2005, codified at Tennessee Code Annotated §§ 4-35-101 et seq. The Committee assists the Board in fulfilling its governance and oversight responsibilities. The Committee has specific responsibilities included in the Committee Charter, as approved by the Board, further described below.

### **AUTHORITY:**

The Audit and Compliance Committee has authority to conduct or authorize investigations into any matter within its scope of responsibility.

The Committee is empowered to:

- Seek any information it requires from employees – all of whom are directed to cooperate with the Committee’s requests – or external parties.
- Meet with University officials, external and internal auditors, the General Counsel, or others as necessary.
- Delegate authority to subcommittees to handle any matter within the Committee’s scope of responsibility, provided that actions of the subcommittee are presented to the full Committee at a previously scheduled or called meeting.
- Oversee the internal audit and institutional compliance functions of the University, which will report directly to the Audit and Compliance Committee through the Chief Audit and Compliance Officer.
- Conduct confidential, nonpublic executive sessions as authorized by law.

## AUDIT AND COMPLIANCE COMMITTEE WORK PLAN (2020 -2021)

### RESPONSIBILITIES:

#### Financial Statements

- Provide oversight for the integrity of the University's annual financial statements through review of the scope and results of the state auditor's examination of the University's annual financial statements and any other matters related to the conduct of the audit, which should be communicated to the Committee.
- Review with management and the General Counsel any legal matters (including pending litigation) that may have a material impact on the University's financial statements and any material reports or inquiries from regulatory or governmental agencies.
- Resolve any differences between management and the state auditors regarding financial reporting.

#### Internal Control

- Provide oversight of the University's internal control structure and management practices by considering the effectiveness of the University's internal control system, including information technology security and control.
- Understand the scope of internal and external auditors' review of internal controls over financial reporting.
- Review management's risk assessment and the University's Code of Conduct.
- Ensure that procedures exist for the receipt, retention, and treatment of complaints regarding fraud, waste, and abuse, including procedures for anonymous complaints.
- Ensure that the Code of Conduct is easy to access, widely communicated, easy to understand, includes an anonymous reporting mechanism, and is enforced.
- Ensure that the University's conflict of interests policy is comprehensive, clearly defines the term "conflict of interests," and contains procedures for adequately resolving and documenting potential conflicts.
- Review the University's process for monitoring compliance with laws and regulations.

## AUDIT AND COMPLIANCE COMMITTEE WORK PLAN (2020 -2021)

### Office of Audit and Compliance

- Ensure that the Office of Audit and Compliance has direct and unrestricted access to the Chair and other Committee members.
- Review the Chief Audit and Compliance Officer's administrative reporting relationship to assure not only that independence is fostered, but adequate resources in terms of staff and budget are provided to enable the Office of Audit and Compliance to perform its responsibilities effectively.
- Recommend to the Board the appointment, initial compensation, and other terms of employment of the Chief Audit and Compliance Officer.
- Review and approve the annual evaluation and compensation of the Chief Audit and Compliance Officer.
- Recommend to the Board reassignment, demotion, or dismissal of the Chief Audit and Compliance Officer.
- Review budget, structure, and staffing for the Office of Audit and Compliance.
- Review compliance with professional standards.

### Internal Audit

- Review and approve the charter for the internal audit function.
- Review and approve the comprehensive annual audit plan.
- Review the results of the year's work with the Chief Audit and Compliance Officer. Changes to the plan, including management requests for unplanned assignments, should also be reviewed.
- Receive and review reports and other work prepared by the internal audit team.
- Review any difficulties encountered in the course of performing audits, including restrictions on the scope of work and access to required information.
- Review the results of external and periodic internal assessments of the quality assurance and improvement program.

### Institutional Compliance

- Review of the University's process for monitoring compliance with laws, regulations, and University policies.
- Review and approve the annual institutional compliance work plan.
- Review the results of the University's compliance risk assessment process.
- Review the results of compliance work on a regular basis.
- Receive and review reports and other work prepared in conjunction with the institutional compliance efforts.

**AUDIT AND COMPLIANCE COMMITTEE  
WORK PLAN (2020 -2021)**

**External Auditors**

- Present the external auditors' conclusions to the full Board.
- Meet regularly with the external auditors to discuss any matters that the Committee or auditors deem appropriate.

**Communications and Reporting**

- Provide an open avenue of communication among the state auditors, the Office of Audit and Compliance, senior management, and the Board.
- Report regularly to the Board about Committee activities and issues that arise with such recommendations, as the Committee deems appropriate.
- Review and assess the adequacy of the Committee's charter annually, recommending approval of proposed changes to the Board.

DRAFT

**AUDIT AND COMPLIANCE COMMITTEE  
WORK PLAN (2020 -2021)**

	W-2020	A-2020	F-2020	W-2021	A-2021	F-2021
<b>KEY REPORTS AND SPECIAL FOCUS TOPICS</b>						
❖ Title IX Program		X			X	
❖ Clery Act Program			X			X
❖ NCAA Compliance Program		X			X	
❖ Emerging Risk and Compliance Topics (as needed)						
<b>ACTION ITEMS</b>						
❖ Audit and Compliance Committee Charter		X			X	
❖ Internal Audit Charter	X			X		
❖ Annual Audit Plan		X			X	
❖ Institutional Compliance Work Plan		X			X	
❖ Approval of Minutes	X	X	X	X	X	X
<b>OTHER STANDING REPORTS (Information Only)</b>						
❖ FY Operating Budget (Salary, Staffing)	X			X		
❖ Travel Exception Report	X	X	X	X	X	X
❖ Outstanding Audit Issues	X	X	X	X	X	X
❖ Discretionary Expenditure Report	X			X		
❖ Institutional Compliance Program	X	X	X	X	X	X
❖ Management's Risk Assessment			X			X
❖ University's Code of Conduct		X			X	
❖ Conflict of Interest (as needed)						
❖ Monthly reports and status	X	X	X	X	X	X
❖ Annual Report of Audit Plan (completed, follow-up, etc.)	X			X	X	
❖ Annual Evaluation of Chief Audit & Compliance Officer		X			X	
❖ Quality Assurance & Improvement Program		X			X	
❖ Institutional Compliance Risk Assessment	X			X		
❖ State Audit presents Audited Annual Financial Statements	X			X		
❖ State Audit presents Athletics Agreed-Upon Procedures	X			X		
<b>NON-PUBLIC SESSION</b>						
❖ External Audits (as needed)	X	X	X	X	X	X
❖ Investigations in Progress	X	X	X	X	X	X
❖ Review of Claims and Litigation (see PolicyTech BT0012)	X	X	X	X	X	X

## **EDUCATION, RESEARCH, AND SERVICE COMMITTEE WORK PLAN (2020-2021)**

### **PURPOSE:**

The Education, Research, and Service Committee (“Committee”) assists the Board in overseeing the University’s educational mission of teaching, research, and service, including matters related to academic programs, the faculty, student success, student conduct, research, service, and outreach. The Committee has specific responsibilities included in the Committee Charter, as approved by the Board, further described below.

### **RESPONSIBILITY FOR RECOMMENDATIONS TO THE BOARD:**

The Committee shall recommend to the Board of Trustees, or to the Executive Committee when necessary between meetings of the Board, the following and similar matters within the scope of the committee’s purpose:

1. Mission statement for the University of Tennessee System and each campus and institute;
2. Scope of the educational opportunities to be offered by the University, including approval of new academic programs and, if required by the Tennessee Higher Education Commission, approval of the modification of existing programs; provided that the planning and development of curricula shall be the function of the faculties;
3. Establishment of a new campus, institute, college, school, or academic department;
4. Termination of academic programs when termination of tenured or tenure-track faculty members is involved;
5. Annual ratification of administrative action to terminate academic programs when termination of tenured or tenure-track faculty members is not involved;
6. Annual approval of a comprehensive inventory of all academic programs;
7. General admission, retention, and graduation requirements for each campus;

**EDUCATION, RESEARCH, AND SERVICE COMMITTEE  
WORK PLAN (2020-2021)**

8. Policies and procedures, including campus faculty handbook provisions, governing: (1) academic freedom; (2) appointment, retention, promotion, tenure, evaluation, and termination of faculty members; (3) faculty workload; (4) intellectual property rights; and (5) compensated outside services by faculty members;
9. Granting tenure, upon the President's positive recommendation, to: (1) an officer of the University (as defined in the Bylaws of the Board) who simultaneously holds a faculty appointment; (2) a faculty member who is to be granted tenure upon initial appointment without serving a probationary period at a University campus; and (3) a faculty member to be granted tenure after serving less than a six-year probationary period at a University campus;
10. Granting honorary degrees in accordance with the Board Policy on Honorary Degrees;
11. Policies and procedures governing student conduct and disciplinary actions;
12. Policies or actions relating to the coordination of research, outreach, and economic development functions and activities among the campuses, institutes, Oak Ridge National Laboratory, the University of Tennessee Research Foundation, and other entities affiliated with the University;
13. Policies or actions to enhance the quality and national prominence of the campuses through the promotion of academic programs of distinction, increasing University research and research opportunities for students and faculty, and through the development of world class faculty and scholars;
14. Policies or actions related to non-academic programs other than athletics, including programs related to diversity, and compliance of non-academic programs with federal and state laws, rules, and regulations; and
15. Policies concerning the general welfare and success of students, and the adoption of rules, procedures, rights, and responsibilities governing the academic relationships between the University and its students.

## EDUCATION, RESEARCH, AND SERVICE COMMITTEE WORK PLAN (2020-2021)

### OTHER RESPONSIBILITIES:

The committee shall assist the Board in carrying out its fiduciary duty to oversee educational quality by reviewing at least annually the following information for each campus and, as applicable, comparable information for peer and aspirational institutions:

1. Enrollment, retention, graduation (completion), and career attainment;
2. Student learning goals, how learning is assessed, and learning outcomes data;
3. Academic program reviews; and
4. Institutional and program accreditation.

The committee shall receive reports at least annually on how the University is fulfilling its education, research, and service missions.

The committee chair, in consultation with committee staff, shall review the committee charter prior to each Annual Meeting of the Board to determine whether the committee is carrying out its responsibilities effectively and whether any revisions to the charter should be submitted to the committee for recommendation to the Board.

**EDUCATION, RESEARCH, AND SERVICE COMMITTEE  
WORK PLAN (2020-2021)**

	W-2020	A-2020	F-2020	W-2021	A-2021	F-2021
<b>KEY REPORTS AND SPECIAL FOCUS TOPICS</b>						
❖ Student Success (Enrollment, Retention, Graduation, Career Attainment...)	X	X	X	X	X	X
❖ Research Update	X	X	X	X	X	X
❖ Service/Outreach Update		X	X	X	X	X
❖ Accreditation, Assessment, and Academic Program Quality Indicators	(*)			(*)		
❖ Peer/Aspirational Peer (Review/Selection)						(*)
❖ Human Resource Initiatives, Constituent Surveys (Faculty, Staff & Students)			(*)			(*)
❖ Strategic Initiatives (Diversity & Inclusion, UT Promise...)	(*)	(*)	(*)	(*)	(*)	(*)
❖ Mental Health Update	X	X				
❖ Intercollegiate Athletics Program Report (written)			X			X
<b>ACTION ITEMS</b>						
❖ Mission Statements (UT System/Campuses/Institutes)	(*)	(*)	(*)	(*)	(*)	(*)
❖ Annual Approval of Institutional Mission Profiles	X				X	
❖ Annual Approval Academic Programs (Comprehensive)			X			X
❖ Annual Ratification Administratively Terminated Programs			X			X
❖ Academic Programs (New/Modified)	(*)	(*)	(*)	(*)	(*)	(*)
❖ Termination of Academic Programs (Tenure/Tenure-Track)	(*)	(*)	(*)	(*)	(*)	(*)
❖ Establishment of Campus/Institute/College/School/Department	(*)	(*)	(*)	(*)	(*)	(*)
❖ Policies (Education/Research/Service)	(*)	(*)	(*)	(*)	(*)	(*)
❖ Policies and Procedures (Faculty, Students, Non-Academic)	(*)	(*)	(*)	(*)	(*)	(*)
❖ Tenure (Early)		(*)			(*)	
❖ Tenure (Initial Appointment)	(*)	(*)	(*)	(*)	(*)	(*)
❖ Tenure (Officer with Faculty Appointment)	(*)	(*)	(*)	(*)	(*)	(*)

**EDUCATION, RESEARCH, AND SERVICE COMMITTEE  
WORK PLAN (2020-2021)**

	W-2020	A-2020	F-2020	W-2021	A-2021	F-2021
<b>ACTION ITEMS (Continued)</b>						
❖ Authorization - Conferral of Degrees		X			X	
❖ Certification - Conferred Degrees	X	X	X	X	X	X
❖ Approval of Honorary Degrees	(*)	(*)	(*)	(*)	(*)	(*)
<b>OTHER STANDING REPORTS (Information Only)</b>						
❖ Annual Report UT Research Foundation		X			X	
❖ Annual Report on how UT is fulfilling its mission						
❖ Annual Report on Post-Tenure Review Processes/Outcomes			X			X

(\*) As needed.

## **FINANCE AND ADMINISTRATION COMMITTEE WORK PLAN (2020-2021)**

### **PURPOSE:**

The Finance and Administration Committee (“Committee”) assists the Board in overseeing the University’s finances, operations, facilities, and Health Science Center clinical activities; and in ensuring that the University operates within available resources and applicable laws and policies in a manner supportive of the University’s strategic plan. The Committee has specific responsibilities included in the Committee Charter, as approved by the Board, further described below.

### **RESPONSIBILITIES:**

The Committee is responsible for formulating and recommending action or necessary policies in all matters relating to finance, business, and administration, including the investment of University funds. Specifically, the Committee shall recommend to the Board of Trustees, or to the Executive Committee when necessary between meetings of the Board, the following and similar matters within the scope of the Committee’s purpose:

1. Guidelines to govern the administration’s submission of a proposed annual operating budget and appropriation request to state agencies and officials;
2. The University’s final operating and capital outlay budgets for the fiscal year (after the General Assembly has enacted annual appropriations for the University);
3. Student tuition and fees for which Board approval is required by Board policy and any proposal for waiver or discount of student tuition and fees unless mandated by state law;
4. The process through which each campus advisory board must provide a recommendation to the President on the proposed annual operating budget, including tuition and fees, as it relates to the respective campus;
5. Any policies to improve the availability of financial aid deemed necessary and in the best interest of students, the University, and the state following a periodic evaluation of student financial aid in relation to the cost of attendance;
6. The University’s compensation plan and any benefit programs requiring Board approval;

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**FINANCE AND ADMINISTRATION COMMITTEE  
WORK PLAN (2020-2021)**

7. The University's proposed annual capital outlay budget and appropriation request, prior to their submission to other state agencies and officials;
8. Construction of specific buildings and other capital improvements to be funded by revenues or other institutional funds not specifically appropriated for capital outlay; provided that the Board may authorize the President to approve additional projects identified during the fiscal year, and these additional projects shall be reported to the Board at a subsequent meeting;
9. With the approval of the Tennessee State School Bond Authority, issuance of debt to erect buildings, purchase real estate, or cooperate with agencies of the United States;
10. A facilities master plan for each campus;
11. Acquisition of any interest in real property, including acquisition by gift or devise if the acquisition obligates the University or the State of Tennessee to expend state funds for capital improvements or continuing operating expenditures;
12. Sale or other disposal of real property owned by the University, including but not limited to sale in fee, grant of an easement, or grant of a right-of-way;
13. Naming of buildings and other assets of the University, including colleges, schools, and programs, except as may be delegated to the administration from time to time by Board policy;
14. Creation of legal entities that will bear the University's name and the governance structure of such entities;
15. Proposals to implement a voluntary retirement incentive plan for a campus or institute or for a particular unit within a campus or institute;
16. Policies relating to the University's finances, operations, and facilities for which Board approval is necessary or deemed appropriate by the Committee, including without limitation policies governing approval of student tuition and fees, cash management, debt management, investment of University funds, and operation of University aircraft; and
17. University rules required to be promulgated under the Uniform Administrative Procedures Act, except rules governing student conduct, rights, and responsibilities, which shall be recommended by the Education, Research, and Service Committee.

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**FINANCE AND ADMINISTRATION COMMITTEE  
WORK PLAN (2020-2021)**

**OTHER RESPONSIBILITIES:**

The Committee shall review the University's debt obligations annually.

The Committee Chair, in consultation with the Chief Financial Officer, shall review the Committee Charter prior to each Annual Meeting of the Board to determine whether the Committee is carrying out its responsibilities effectively and whether any revisions to the charter should be submitted to the Committee for recommendation to the Board.

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**FINANCE AND ADMINISTRATION COMMITTEE  
WORK PLAN (2020-2021)**

	W-2020	A-2020	F-2020	W-2021	A-2021	F-2021
<b>KEY REPORTS AND SPECIAL FOCUS TOPICS</b>						
❖ Chief Financial Officer Report	X	X	X	X	X	X
❖ Composite Financial Index	X			X		
❖ Treasurer's Financial Report (Audited Financial Statements)	X			X		
❖ Endowment Review	X			X		
❖ Debt Review		X			X	
❖ Financial Report - Athletics Programs	X			X		
❖ Strategic Initiatives - [ERP, Efficiencies/Effectiveness]	X	X	X	X	X	X
❖ Campus Master Plans	UTHSC					
<b>ACTION ITEMS</b>						
❖ FY Operating Budget (Salary, Student Tuition and Fees, Room and Board Rates)		X			X	
❖ FY Tuition and Fees UTHSC	X			X		
❖ Revised FY Operating Budget	X			X		
❖ Operating Budget Request - Specialized Units			X			X
❖ FY Capital Budget		X			X	
❖ Capital Constructions/Maintenance Projects		X			X	
❖ Compensation/Benefit Plans/Procedures		X			X	
❖ Ratification of Quasi-Endowments		X			X	
❖ UC Foundation Grant Allocation to UTC		X			X	
❖ President Emeritus Agreement		X			X	
❖ Naming of Buildings/Colleges/Programs	(*)	(*)	(*)	(*)	(*)	(*)
❖ Real Property (Leases, Easements, Gifts, Dispositions, etc.)	(*)	(*)	(*)	(*)	(*)	(*)
❖ Quasi-Endowments (Creation, Redemptions, etc.)	(*)	(*)	(*)	(*)	(*)	(*)
❖ Affiliation Agreements, New Entities, etc.	(*)	(*)	(*)	(*)	(*)	(*)
❖ Treasury (Banking Signature Authorizations, etc.)	(*)	(*)	(*)	(*)	(*)	(*)
❖ Board Policies - Finance/ Administration	(*)	(*)	(*)	(*)	(*)	(*)
❖ University Rules (Uniform Administrative Procedures Act)	(*)	(*)	(*)	(*)	(*)	(*)

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**FINANCE AND ADMINISTRATION COMMITTEE  
WORK PLAN (2020-2021)**

	W-2020	A-2020	F-2020	W-2021	A-2021	F-2021
<b>OTHER STANDING REPORTS (Information Only)</b>						
❖ Endowment Investment Performance (Since Prior Meeting)	X	X	X	X	X	X
❖ Disclosure of Additional Revenue/Capital Projects	(*)	(*)	(*)	(*)	(*)	(*)
❖ Annual Report Tuition and Fee Revenues			X			X
❖ Annual Report UT Foundation		X				
❖ Annual Report UC Foundation		X				
❖ Annual Report Naming Interior Spaces/Grounds		X				
❖ Report on Use of Student Programs and Services Fee Funds		X				
❖ FY Flight Operations			X			
❖ FY Year-End Fund Balances			X			
❖ Use of Differential Tuition Funds <ul style="list-style-type: none"> <li>• UTC</li> <li>• UTK</li> </ul>			X			
❖ Biennial State Report - Federal Funding (Due: 10/31)						X

(\*) As needed.