

THE UNIVERSITY OF TENNESSEE AT MARTIN ADVISORY BOARD

Minutes of the Inaugural Meeting

The inaugural meeting of The University of Tennessee at Martin Advisory Board was held at 1:00 p.m. (CDT), on Wednesday, January 9, 2019, in the Boling University Center, Room 206, on the campus of The University of Tennessee at Martin.

I. Call to Order and Roll Call

Keith Carver, UT Martin Chancellor, welcomed the Advisory Board and guests to the first meeting of the UT Martin Advisory Board and requested a roll call to bring the meeting to order.

The roll was called by Edie Gibson, Executive Assistant to the Chancellor, with the following members present:

Hal Bynum
Chris Caldwell
Monice Hagler
Art Sparks
Julia Wells (joined by telephone)

Four of the five Advisory Board members were present on site and a quorum was announced. Administrative staff, faculty, members of the public, and media representatives were present. The meeting was recorded via Zoom for uploading to the UT Martin Advisory Board website following the meeting.

II. Opening Remarks by Chancellor

Chancellor Carver announced that hosting the inaugural meeting of the UT Martin Advisory Board represented an historical day for the campus, and he expressed his enthusiasm for working with each of the members. To commemorate the day, he presented each Advisory Board member with a section of a handrail from the Communications Building which contained a plaque with the University's name and the dates of its three name changes. The gift symbolizes where we have been and signifies our progress as we prepare to break ground on a new STEM (Science, Technology, Engineering and Mathematics) building, the Latimer Engineering and Science Building, to be sited near the footprint of the current Communications Building. The Communications Building began as a part of the Martin campus when we were known as The University of Tennessee Junior College (1927), and has continued with The University of Tennessee Martin Branch (1951), and The University of Tennessee at Martin (1964).

Chancellor Carver welcomed Governor Bill Haslam back to the Martin campus and turned the meeting over to the Governor for comments.

III. Review of UT FOCUS Act Legislation & Role of the Advisory Board

Governor Haslam began by thanking the Advisory Board members for their willingness to serve before discussing the role and responsibilities of the Advisory Board members as created by the UT FOCUS Act. A key aspect of the Act changed the UT Board size from 26 members to a

smaller, more responsive organization by limiting the membership to 12 members in addition to establishing separate campus Advisory Boards. Under the new Advisory Board structure, greater emphasis can be directed toward the campus and respect the diversity of the UT System and the uniqueness of its campuses and missions.

Governor Haslam recognized Chancellor Carver for his enthusiasm for utilizing an Advisory Board and his interest in the added insights and benefits of the members. He encouraged the UT Martin Advisory Board members to own their role and help UT Martin be the school that we need it to be for the rest of the state, reminding those present that Tennessee's future lies in public education. He explained that the vast majority of our Tennessee students are going to public K-12 institutions and are going to be in public higher education institutions. He also noted that the pace of change in higher education is mind-boggling, but he expects the future will bring an even more dramatic rate of change than in the previous decade.

Although, particular responsibilities identified in the Bylaws are fiduciary duties which involve approving recommendations related to budget, tuition and fees, and the overall master plan, the Governor challenged the Advisory Board to own UT Martin and to make certain that UTM is preparing its students for a great future. He affirmed that information from the Advisory Board discussions will pass to the UT Board and ended with an additional statement of gratitude for the Board's service.

IV. Adoption of Bylaws of the Advisory Board

Governor Haslam presented for approval the proposed Bylaws for the newly constituted UT Martin Advisory Board. The Bylaws establish the responsibilities and rules of procedure outlined by the UT Focus on College and University Success (FOCUS) Act and as directed by the UT Board of Trustees. Following the Governor's earlier discussion of the role and responsibilities of the newly established UT Martin Advisory Board, the members were prepared to vote.

Motion: Julia Wells moved to approve as printed and Art Sparks seconded the motion. Following a roll call vote, the motion carried unanimously.

V. Election of the Chair of the Board

Governor Haslam stated, as outlined in the Bylaws, the presiding officer of the Advisory Board shall be the Chair and shall be elected by the Advisory Board. The Chair shall preside at all meetings of the Advisory Board; shall be responsible, in consultation with the Chancellor, for coordinating the work of the Advisory Board; and shall be the spokesperson for the Advisory Board.

The term of the initial Chair shall begin on the date of election and end on June 30, 2020. Thereafter, the term of the Chair shall begin on July 1 and end on June 30 of the second succeeding year. The Chair may not be elected to more than three (3) consecutive terms except upon the affirmative roll-call vote of a majority of the total membership.

If the Chair knows in advance that he or she will not be able to attend a meeting, the Chair shall appoint a Chair pro tem to preside over the meeting. In the unexpected absence of the Chair, the

Chancellor shall preside over the meeting until the Advisory Board acts to appoint a Chair pro tem.

Governor Haslam invited nominations for the position of Chair of the Advisory Board. Art Sparks was nominated to serve with no additional nominees recommended.

Motion: Monice Hagler moved to elect Art Sparks as chair and Hal Bynum seconded the motion. Following a roll call vote, the motion carried unanimously.

With the appointment of Art Sparks as Chair, Governor Haslam relinquished the role as Acting Chair. Art Sparks, accepting the role as Chair, took a moment of privilege to express that he was both humbled and appreciative of the honor. He remarked that he has been associated with UT Martin since 1957, attending football and basketball games in those early days with his father. He is joined as a member of the UT Martin alumni by his sister and his two daughters. In addition to these family members, Art's father and, later his mother, both taught classes on the Martin campus.

VI. Appointment of a Student Member

Chair Sparks stated, as outlined in the Bylaws, the Student Member of the Advisory Board must be enrolled full-time at the respective University of Tennessee institution throughout the term of appointment but does not require enrollment during any summer semester. The Bylaws state that the Student Member will be selected and appointed in a manner determined by the respective advisory board as soon as practicable for the initial appointment and, for all subsequent appointments, no later than April 15 of each year. The term of the initial student member shall begin on the date of appointment by the Advisory Board and end on June 30, 2019. For all subsequent student member appointments, the term shall be one (1) year, beginning July 1 and ending June 30.

With the new Advisory Board installed today, Chancellor Carver reported that the campus did not have time for a proper election of a student member to serve on the Board. The Chancellor proposed that the Board appoint Devin Majors to serve as its first Student Member, acknowledging that the campus is fortunate to have such an incredibly bright and talented student serving as the current Student Government Association President. Devin has well-represented the University since his election last April and would serve the campus well in the additional capacity as the Student Member of the inaugural Advisory Board from this date until June 30, 2019.

Motion: Chris Caldwell moved to elect Devin Majors as the student member and Monice Hagler seconded the motion. Following a roll call vote, the motion carried unanimously.

VII. Approval of Selection Process for Student Member of the Advisory Board

Chancellor Carver requested permission to bring additional business regarding the Selection Process for a Student Member of the Advisory Board. Chancellor Carver presented three documents, including a summary of the proposed selection process, position qualifications as prescribed by the SGA Constitution, and the pledge document for prospective candidates to

complete. The proposed process complies with the procedures as outlined by the UT Focus on College and University Success (FOCUS) Act, UT Martin's Advisory Board Bylaws, and parallels the current UT Martin Student Government Election process. The campus feels it is important for the students to have a voice in the selection process which includes an organic component to identify representatives who meet established qualification criteria as overseen by Student Affairs and SGA.

The proposed process provides for the selection process to become part of the SGA election cycle which would bring forward three student names from a popular vote by the student body. Each year, the three students with the highest votes would be presented as candidates to be interviewed by an Advisory Board panel, conducted by the Chair of the Advisory Board, the Advisory Board Faculty Member, and the Chancellor. The panel will select and forward for approval a name to the Advisory Board. Devin Majors spoke in favor of the motion noting that student elections provide the student body with the biggest voice during the school year and have a good turnout response.

Motion: Hal Bynum moved to approve the selection process and Devin Majors seconded the motion. Following a roll call vote, the motion carried unanimously.

VIII. Election of Secretary of the Board

Chair Sparks stated the Bylaws provide for the election of the Secretary to the Board based upon the recommendation of the Chancellor from the campus administrative staff. The Secretary shall serve at the pleasure of the Advisory Board and without a definite term. The Secretary shall assist the Chair and the Chancellor in preparing the agenda and materials for Advisory Board meetings; preparing and maintaining minutes of Advisory Board meetings; maintaining a current set of the Bylaws and a record of all Bylaw amendments; and maintaining all records pertaining to the business of the Advisory Board, except as may be otherwise provided by policies of the Board of Trustees or the University.

Chancellor Carver recommended Edie Gibson, Executive Assistant to the Chancellor, to serve as the Secretary to the Advisory Board. He added that she is already doing many of these roles in preparation for the UT Board meetings in terms of the calendar and ensuring that paperwork deadlines, procedures, and other requirements are met.

Motion: Monice Hagler moved to elect Edie Gibson as secretary and Julia Wells seconded the motion. Following a roll call vote, the motion carried unanimously.

IX. Setting Future Dates for Regular Meetings of the Board

Chair Sparks stated the Bylaws require the Advisory Board to establish meetings at least three times a year and approve the dates of its regular meeting. The dates presented for regular meetings of the Advisory Board for the remainder of 2019 and all of 2020 are based on a timeline which parallels the UT Board meeting schedule and allows ample time to meet those deadlines. The proposed meeting format would be to meet on Fridays with a noon luncheon and 1:00 p.m. meeting.

Friday, April 26, 2019	Annual (Summer) Meeting
Friday, September 20, 2019	Fall Meeting
Friday, January 10, 2020	Winter Meeting
Friday, May 8, 2020	Annual (Summer) Meeting
Friday, September 18, 2020	Fall Meeting

Motion: Devin Majors moved to accept the proposed meeting schedule and Hal Bynum seconded the motion. Following a roll call vote, the motion carried unanimously.

X. Strategic Plan, Student Profile, Impact Study

Chair Sparks turned the discussion of the Strategic Plan, Student Profile, and Economic Impact Study over to the Chancellor. Chancellor Carver introduced four documents as provided in the Advisory Board packets and promised a deeper discussion that could be included at subsequent meetings. Along with discussions focused on budget, tuition and fees, the master plan, and enrollment strategies, the Chancellor will coordinate with Chair Sparks to developed appropriate agendas to go forward.

The first document, UTM’s Strategic Plan, was described as a primer of a board campus effort establishing our university strategic goals. These plans were vetted by the UT Board in 2018 and can be found in greater detail on UTM’s website. The summary document includes the new Mission Statement, Core Values, Strategic Goals and Objectives. Chancellor Carver offered to provide periodic updates on the public tracking of our university progress in each of the areas.

The second document, the Economic Impact of UT Martin Study, was conducted for UTM by EMSI in 2016 under Chancellor Bob Smith. This study provides a snapshot of the economic impact of UT Martin on the area, the region, and the state. UT President Randy Boyd is interested in getting a fresh look at the impact of the UT System and seeing where the campuses have impact. We may see additional reports in 2020 as part of the President’s initiative.

The third document was an infographic which provides the Student Profile of the Class of 2022. The most important focus of UT Martin is on our students. UT Martin has enjoyed real enrollment success with a 22% increase in the freshman class in terms of full-time students. UTM admitted 1,143 freshmen in fall 2018, representing 66 counties of the 95 Tennessee counties and has expanded to 26 states and 9 countries. Chancellor Carver stated, when we discuss enrollment, people tend to think of an office, but during his two years and a week at UT Martin, he has emphasized that the campus has 900 recruiters with our faculty and staff. Through the efforts of the faculty to recruit students and on the retention side to develop relationships with those students, we are building campus support and developing mentoring for students to make this a great place to attend. The incoming class has an age range spanning from 16 to 52 years.

Advisory Board members expressed interest in understanding the ease of the enrollment process for being admitted to and for transferring in from another institution, and information on what barriers exist that could be changed to enhance the transfer of classes and coursework.

A letter from Renee LaFleur, Associate Professor of History and current Faculty Senate President, who also serves on the University Faculty Council, provided a bulletin on the role of the Faculty and the University. The piece is the product of a system-wide effort to breathe life into higher education terminology, the role of faculty, and explains the active voice of faculty in shared governance. Dr. LaFleur offered these materials as a way to build a relationship by introducing herself and offering the resource of the Faculty Senate Executive Committee to the Board. She concluded by stating that we all have the same goal of trying to make UTM even better than it already is and are here to help in the process.

XI. Closing Remarks by the Chair

Chair Sparks requested that the Advisory Board receive a list of the members with contact information. He did caution that members to be cognizant of the Sunshine Law and to not discuss things that would violate those directives.

In conclusion, he reiterated that the Governor charged the Advisory Board with a great responsibility to oversee the best Chancellor in the UT System and make this the greatest university, which we already know that it is. Chair Sparks stated that he sees the Advisory Board role as more of an opportunity, than a responsibility, to assist 7,000 students every year to attain their goals. As successful as UTM is, it will only be as successful as the students and alumni that UTM sends out. He ended his remarks stating, UTM knows who they are, a quality undergraduate educational institution that turns out good people, who work in good jobs, and do a great job in doing those job. Members pledged their support to Chancellor Carver to meet and serve as needed, expressing that Martin has the opportunity to grow more than the other UT campuses, and the campus is fully equipped to make that happen.

Chancellor Caver requested that the Advisory Board complete and sign the Disclosure of Financial Interests form and return it to Edie Gibson within 30 days.

XII. Adjournment

Motion to adjourn by Hal Bynum and seconded by Monice Hagler. The meeting adjourned at 1:44 p.m.

Respectfully Submitted,

Edie Gibson, Secretary