

EAST TENNESSEE STATE UNIVERSITY  
BOARD OF TRUSTEES  
FINANCE AND ADMINISTRATION COMMITTEE

MINUTES

April 21, 2023  
Johnson City, Tennessee

The East Tennessee State University Board of Trustees' Finance and Administration Committee met on Friday, April 21, 2023, at 9:48 a.m. in the East Tennessee Room of the D.P. Culp Student Center.

**I. Call to Order**

Committee Chair Steve DeCarlo called the meeting to order at 9:48 a.m.

**II. Roll Call**

Board Secretary Dr. Adam Green conducted the roll call. All committee members were physically present.

Committee members attending were:

Committee Chair Steve DeCarlo  
Trustee Charles Allen  
Trustee Allen Archer  
Trustee Dorothy Grisham  
Trustee Dr. Linda Latimer (who joined after the approval of the minutes)  
Trustee Ron Ramsey

Trustee Dr. Virginia Foley also attended the meeting.

**III. Approval of the Committee Minutes from February 17, 2023, and March 28, 2023**

The minutes from the February 17, 2023, meeting of the Finance and Administration Committee and the March 28, 2023, called meeting of the committee were approved as submitted, with Trustee Ron Ramsey making the motion and Trustee Dorothy Grisham seconding the motion. The motion passed unanimously.

**IV. Action Item: Approval of Spring Estimated and July Proposed Budgets**

ETSU Chief Financial Officer Christy Graham reminded the committee that the spring estimated budget for fiscal year 2023 and the proposed July budget for fiscal year 2024 were

reviewed and discussed in detail at the called Finance and Administration committee meeting held on March 28.

Ms. Graham summarized, for the committee, a series of budget considerations:

- Budget hearings are being conducted all across campus this spring.
- The main campus, the College of Medicine, and Family Medicine were provided an appropriation for a salary pool in Governor Bill Lee’s budget.
- For the main campus, state appropriations fund approximately 55 percent of the salary pool.
- The Tennessee Higher Education Commission’s binding tuition increase for undergraduate education is recommended between 0 percent and 3 percent for FY 24. The rate will be confirmed in May.

Ms. Graham reviewed budget summaries for the main campus, the College of Medicine, Family Medicine, and the Gatton College of Pharmacy.

Ms. Graham told the committee that the College of Pharmacy budget shows a decrease in revenue due to enrollment, and there is a reduction of two positions. She introduced Dr. Debbie Byrd, Dean of the Gatton College of Pharmacy, who announced that, the day before the ETSU Board of Trustees meeting, the Tennessee General Assembly allocated \$2.5 million in recurring funding for the college. It is the first such state funding for the college. Dean Byrd expressed thanks to the Board, the Northeast Tennessee legislative delegation, faculty, staff, students, and community members for writing letters and supporting the quest for state funding.

Dr. Noland added that a great deal of “behind-the-scenes” work will transpire to adjust the College of Pharmacy budget accordingly and that a revised budget will be presented to the Board at a called meeting later this spring.

Trustee Grisham made a motion that the spring estimated budget for fiscal year 2023 and the proposed July budget for fiscal year 2024 be approved as submitted, with the realization that some adjustments will be needed. Trustee Ramsey seconded the motion, and it passed unanimously.

## **V. Quarterly Financial Report**

Ms. Graham presented the quarterly financial report as of the end of February 2023. The report compares operating revenues and expenditures from the current year to the prior year. Changes for revenues and expenditures continue to be in alignment with the October budget revisions. Revenue is up overall. The table “Revenue & Expenses by Fund Type Through 2-28-23” indicates a 7.59 percent increase in total revenue and a 1.27 percent increase in total expenditures.

## **VI. Quarterly Report of Agreements \$250,000 or Greater**

Mr. Ryan Roberts, Director of Procurement and Contracts, reported on contracts/purchase orders that exceed \$250,000, for the period of January through March 2023 found in the meeting materials.

Mr. Roberts informed the committee of two requests for proposals that are in process: LiveNation, to serve as the first booking agency for the Martin Center, and Axis Security, for security services campus wide.

## **VII. Action Item: Capital Budget Submittals and Disclosures**

Mr. Jeremy Ross, Chief Operating Officer, submitted the Capital Budget and Disclosures list for FY2023-24 for the committee's consideration.

In addition, Mr. Ross provided the following updates:

- A temporary certificate of occupancy has been issued for Lamb Hall.
- University Commons is projected to be completed by fall of 2024, with the project being affected by materials shortages.
- Ross Drive: Outdoor areas will be completed soon.
- Mr. Ross traveled to Boston in February to accept an international award from the ACUI for the transformation of the Culp Center.
- Mr. Ross shared with the Board a series of concepts of the new academic building, which, because of inflationary increases, has been resubmitted to the state at a total cost of \$62.5 million. It is expected to be completed by the fall of 2025.

Trustee Allen made a motion that the capital budget submittals and disclosures be approved as presented. Trustee Grisham seconded the motion. It passed unanimously.

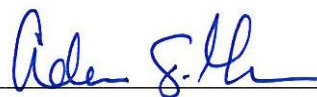
## **VIII. Other Business**

There was no other business to come before the committee.

## **IX. Adjournment**

The meeting was adjourned at 10:48 a.m. by Trustee DeCarlo.

Respectfully submitted,



Adam Green  
Secretary of the Board of Trustees

Approved by the Board of Trustees at its September 15, 2023 meeting.