

EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
FINANCE AND ADMINISTRATION COMMITTEE

MINUTES

November 18, 2022
Johnson City, Tennessee

The East Tennessee State University Board of Trustees' Finance and Administration Committee met on Friday, November 18, 2022, at 9:30 a.m. in the East Tennessee Room of the D.P. Culp Student Center.

I. Call to Order

Trustee Ron Ramsey called the meeting to order at 9:30 a.m.

II. Roll Call

Board Secretary Dr. Adam Green led the roll call.

Committee members present were:

Trustee Allen Archer

Trustee Dorothy Grisham

Trustee Dr. Linda Latimer

Trustee Dr. Lisa Piercey

Trustee Ron Ramsey

Absent: Trustees Charles Allen and Committee Chair Steve DeCarlo

Trustees Dr. Virginia Foley and Melissa Steagall-Jones also participated in the meeting.

Dr. Green informed the acting committee chair that a quorum was present.

III. Approval of the Finance and Administration Committee Minutes from September 16, 2022

The minutes from the September 16, 2022, meeting of the Finance and Administration Committee were approved as submitted with Board Chair Dr. Linda Latimer making the motion and Trustee Grisham seconding the motion. The motion passed unanimously.

IV. Presentation of Tuition Transparency Report

Staff provided the committee with the institution's annual Tuition Transparency Act Report. In accordance with Tennessee Code Annotated §49-7-1604, the report, included in the agenda materials, will be provided to the Tennessee General Assembly by February 1, 2023.

V. Action Item: Approval of Fiscal Year 2023 October Revised Budgets

In compliance with Tennessee Code Annotated 49-8-203 (a) (10 (C)), ETSU Budget Control Policy requires three budgets be prepared each year and submitted to the Board of Trustees for approval. The university prepares budgets for the one formula funded unit (Main Campus), two non-formula units (College of Medicine and Family Medicine) and one self-funded unit (College of Pharmacy).

Staff presented ETSU's revised October budgets for committee members' consideration. Fall enrollment and adjusted appropriation figures for revenue budgets were revised, along with adjustments from fiscal year-end closing that provides for the carryforward of budgets for operational expenses. Contained within the October 2022 Revised budgets is a four percent salary enhancement for ETSU regular employees with a floor of \$1,200 and a ceiling of \$7,000. Details of the original and revised budgets were included in agenda materials.

Following the presentation, Trustee Steagall-Jones asked a question to clarify whether the budget numbers presented reflected unrestricted or restricted funds. Dr. BJ King responded that the budget presentation included only unrestricted E&G funds and does not include restricted or plant funds.

There was no further discussion by the committee. Trustee Grisham made a motion to approve the budget. Board Chair Latimer seconded. The motion passed unanimously.

VI. Action Item: Naming of the Millennium Center Building

Staff presented a request for naming of the Millennium Center Building in recognition of the achievements and contributions of business leader and ETSU alumnus Mr. James Brinkley and his wife, Nellie. Staff recommended that the Millennium Center, home to programs offered by the College of Business and Technology, be renamed as the *James and Nellie Brinkley Center*. Committee discussion centered on acknowledging Mr. Brinkley's outstanding legacy of service. Trustee Grisham made a motion to approve. Board Chair Latimer seconded. The motion passed unanimously.

VII. Quarterly Reports of Agreements \$250,000 or Greater

Staff presented a list of agreements with amounts totaling \$250,000 or greater for the period of June-August, 2022.

VIII. Quarterly Financial Report

Staff presented the Quarterly Financial Reports as an informational item comparing information from September 2021 to September 2022. The presentation included an overview of revenues and expenditures for the unrestricted, restricted, and auxiliary funds and included figures for the main campus, medicine, and pharmacy budget units. Detailed information is located in the committee agenda materials.

IX. Budget Model and Operational Efficiency Update

Dr. Mike Hoff provided an update on staff efforts to review the university budget model and streamline operations, both of which were identified as priorities by the Committee for 125 Chapter II. Since March 2022, ETSU has been engaged with Huron Consulting to conduct a review of the current internal budget model and overall operations of the institution in order to recommend changes in process and structures that would yield efficiencies. Dr. Hoff outlined the following goals for this process:

- Yield Cost Savings and Efficiencies
- Advance Career Pathing and Enhance Employee Training and Engagement
- Enhance Brand Recognition and Community Engagement
- Make Data-Driven Decisions
- Build Towards Strategic Goals Through Increased Input

Strategic priorities to support these goals include:

- Optimize the Budget Model
- Enhance Centralized Services
- Analyze and Update the Academic Portfolio
- Refine the Strategic Enrollment Plan
- Enhance Research Administration
- Undertake Housing Transformation

These projects will be advised by ETSU's existing governance groups and supported through executive sponsors, a steering committee, and project work groups.

Following Dr. Hoff's presentation, Trustee Grisham emphasized the university's goal of increasing community engagement as a top priority.

X. Committee Discussions

There was no additional discussion.

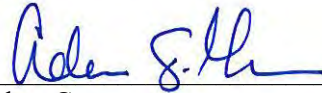
XI. Other Business

No other committee business was brought forward.

XII. Adjournment

The committee was adjourned by Trustee Ramsey.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Adam Green", is written over a horizontal line.

Adam Green
Secretary of the Board of Trustees

Approved by the Board of Trustees at its February 17, 2023 meeting.