

EAST TENNESSEE STATE UNIVERSITY  
BOARD OF TRUSTEES  
FINANCE AND ADMINISTRATION COMMITTEE

MINUTES

September 13, 2024  
Johnson City, Tennessee

The East Tennessee State University Board of Trustees' Finance and Administration Committee met on Friday, September 13, 2024, at 10:21 a.m. in the East Tennessee Room of the D.P. Culp Student Center.

**I. Call to Order**

Trustee Ron Ramsey, substituting for Chair Steve DeCarlo, called the meeting to order at 10:21 a.m.

**II. Roll Call**

Board Secretary Dr. Adam Green conducted the roll call. The following committee members were physically present:

Trustee Charles Allen  
Trustee Dorothy Grisham  
Trustee Dr. Linda Latimer  
Trustee Ron Ramsey  
Trustee Trent White

Other Trustees in attendance were Janet Ayers, Dr. Steph Frye-Clark, Melissa Steagall-Jones, and Tony Treadway.

**III. Approval of the Committee Minutes from May 24, 2024**

The minutes from the May 24, 2024, meeting of the Finance and Administration Committee were approved as submitted, with Trustee Charles Allen making the motion and Trustee Dorothy Grisham seconding the motion. The motion passed unanimously.

**IV. Action Item: Approval of the Facilities Master Plan**

Chief Operating Officer Jeremy Ross told the committee that development of the new master plan has been an 18-month process with thousands of people involved. Some of the major themes that emerged were:

- A sense of belonging and its critical role in the on-campus undergraduate experience
- The shortage of available housing
- The projected increase in the number of graduate students
- Parking and mobility across campus
- The need to reimagine Sherrod Library
- The need to strengthen connections to the community

Mr. Ross then introduced and thanked the members of the master planning team and turned the presentation over to Neal Kessler, a member of the SMITHGROUP. Mr. Kessler first reviewed the master plan principles and how they align with ETSU's strategic plan. Those principles are: reimagine campus space, optimize resources, support student success and belonging, enhance the character of the campus, and strengthen partnerships.

Mr. Kessler summarized some of the types of data that form the basis of the plan, including classroom utilization and space needs. The team also looked at facility conditions, the housing shortage on campus, and where parking can be added or moved. Mr. Kessler then presented some of the highlights of the master plan, beginning with projects currently underway such as Brown Hall renovation, the new academic building, renovation of Powell and Yoakley halls, and the second phase of the Campus Commons. Among the short-term projects that the team identified are adding to Wilson-Wallis Hall, renovation of Lucille Clement Hall, and better use of Sherrod Library space. Mr. Kessler then mentioned possible new housing opportunities. Among short-term circulation projects to be considered are changes to Gilbreath Drive to enhance visitors' first view of the campus and create more of a pedestrian core, as well as John Robert Bell Drive enhancements, since it is one of the most heavily-used pedestrian routes.

Mr. Kessler then discussed several possibilities for longer-term projects, including additions to the stadium, additional residence halls if growth continues, parking structures as surface parking is reduced, creation of a health sciences corridor, and further development of West Walnut Street linkages. Mr. Kessler concluded his presentation by sharing cost estimates for various capital improvement projects included in the master plan.

Trustee Allen made a motion that the master plan be approved as presented. Trustee Grisham seconded the motion. It passed unanimously.

## **V. Quarterly Financial Update**

Chief Financial Officer Christy Graham presented an update for the period ending June 30, 2024, beginning with unrestricted E&G revenue. The main campus increased by \$19 million or 7.28 percent. There was also an 8.29 percent increase in Medicine revenue and a reduction in Pharmacy revenue of 3.38 percent. E&G revenue by source shows that tuition and fees are nearly flat while state appropriations increased by almost 11 percent. Expenditures ended the year up 11.57 percent. Expenses by functional classification show a growth in instruction of

almost 6 percent. A 49.29 percent increase in public service includes the Martin Center. Ms. Graham added that personnel is still the university's largest expense category, accounting for 73 percent of E&G expenditures.

Ms. Graham reported that total revenue increased by almost 5 percent and total expenditures are up 7 percent. Auxiliary revenue increased by about 10 percent due to the increased number of students in our residence halls.

Current operating revenue by source reflects a small change in tuition and fees, the 10.76 percent increase in state appropriations, and a 21.19 percent increase in other revenue, reflecting interest earnings.

Current operating expenditures by natural classification show an increase of 6.05 percent in salaries and benefits while operating expenses increased almost 16 percent.

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

Ms. Graham reported five contracts and three RFP's in process.

#### **VII. CFO Update**

Ms. Graham focused her update on Oracle, first thanking President Noland and the Board of Trustees for allowing the university to step back and regroup on the project, which she said would make a significant difference in how Oracle is implemented. She summarized changes in data analytics that will make the system far more effective. Ms. Graham reported that the first testing cycle will take place in October, and that it will last into November. There will be four more testing cycles, followed by training of the campus community.

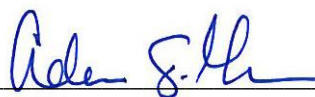
#### **VIII. Other Business**

There was no other business to come before the committee.

#### **IX. Adjournment**

Trustee Ramsey adjourned the meeting at 11:06 a.m.

Respectfully submitted,



Adam Green  
Secretary of the Board of Trustees

Approved by the Board of Trustees at its November 15, 2024 meeting.