

Budget Advisory Committee
October 7, 2022 1:30 p.m.
President's Conference Room

Members Present:

Claire Stinson
Phil Oldham
Lori Bruce
Lisa Zagumny
Cynthia Polk-Johnson
Kevin Braswell
Brain Seiler
Deanna Metts
Chuck Roberts
Mark Wilson
Robert Wilbanks

Joseph Slater
Lori Maxwell
Jeff Roberts (Interim Dean)
Michael Allen
Sandi Smith-Andrews
Lee Wray
Matt Trengove
Kevin Vedder
Terri McWilliams
Emily Wheeler

Members Absent:

Emmalee Hamblen
Troy Smith
Tom Payne
Karen Lykins
Alice Camuti
Jeanette Luna
Dewayne Wright
Addison Dorris
Lauren Hall

Others Present:

Carol Holley
Darron Smith
Kim Hanna
Mike Gotcher
Tony Nelson

Dr. Claire Stinson called the meeting to order at 1:33 p.m. and thanked everyone for their attendance. The agenda and minutes of the April 1, 2022 meeting were distributed previously via email to committee members.

Approval of Agenda: Dr. Stinson asked for a motion for the approval of the agenda. Mark Wilson moved to approve the agenda, Sandi Smith-Andrews seconded, there was no discussion and the agenda was approved unanimously.

Approval of Minutes: Dr. Stinson asked for a motion to approve the minutes for April 1, 2022. Mark Wilson moved to approve the minutes and Lisa Zagumny seconded. There was no discussion and the minutes approved unanimously.

Dr. Oldham thanked everyone for their attendance. He reminded the committee of the charge. Dr. Oldham stated we were growing in enrollment which puts us in a more favorable position. He advised the colleges should review their fees and spend the money, otherwise the fee may not be needed. Dr. Stinson introduced Dr. Wilbanks to the committee.

Terri McWilliams presented Handouts A-E(attached). Committee members had discussions on each slide, specifically related to enrollment calculations. Individuals from Student Affairs, Planning & Finance, University Advancement, Academic Affairs and Office of the President were asked to discuss the new budget requests from their respective areas. After hearing all the requests, the committee unanimously agreed that funding priority should be given to University Police to increase campus safety.

Adjournment: Dr. Stinson thanked everyone for their attendance. The meeting adjourned at 4:28 p.m.

Handouts: A: Results of Budget Reallocations

B: FY21-22 Actual Financial Summary

C: Fall 2022-23 Revenues Compared to Proposed Revenue

D: FY2021-22 Carryover Summary

E: New Budget Requests

Results of Budget Reallocations

- At the BAC meeting in April, we shared that we needed \$1,964,891 in reallocations to balance the budget and create the 4% raise pool needed of \$3,803,321.
- The 2022-23 Budget Preparedness Plans that were submitted provided \$1,941,848 available for reallocation.
 - Salary and Fringe Benefits
 - 12 vacant positions eliminated \$663,751
 - Overbudgeted group salary lines / reallocations to alternate funding sources \$722,204
 - Operating \$510,400
 - Travel \$45,493



Summary of Merit Raises (effective July 1, 2022)

Budget for 4% Raise pool	\$2,925,631
Budget for benefits – 30% of pool	\$877,689
Faculty Promotion	\$150,000
Total Budget Adjustment at Proposed FY22-23	\$3,953,320
Total Merit Raise	\$2,710,629
Total Benefits	\$813,189
Total Faculty Promotion	\$241,492
Total Benefits for Faculty Promotions	\$72,447
Total Actual Adjustments	\$3,837,757
Engineering Retention Adjustments	\$67,806
Difference Budget-Actual	\$47,757 (This could be used for longevity, degree adjustments or other budgetary needs)



FY21-22 Actual Financial Summary Handout B

7/1/21 Beginning Fund Balance	\$30,694,432
Total Education and General Revenue	\$184,886,673
Total Auxiliary Revenue	\$20,592,510
Total Revenue	\$205,479,183
Total Education and General Expenditures & Transfers	\$190,384,433
Total Auxiliary Expenditures & Transfers	\$20,754,133
Total Expenditures and Transfers	\$211,138,576
6/30/22 Ending Fund Balance	\$25,035,039
Allocations for Working Capital	\$4,504,659
Allocations for Encumbrances	\$1,338,797
Required 2-5% Fund Balance	\$3,855,742
Required 5% Auxiliary Contingency	\$928,878
6/30/22 Ending Fund Balance after allocations (amount available for carryovers)	\$15,305,801



Fall 2022-23 Revenues Compared to Proposed Revenue

Summer School	\$145,000
Regular Academic Year	\$175,550
TNeCampus (including out-of-state)	(\$78,400)
Out-of-state summer school	\$14,500
Out-of-state regular academic year	(\$23,250)
Out-of-state DMBA, MACC, MSN	\$6,250
TOTAL	\$239,650
*** <i>This does not include fee revenue adjustments</i>	



Enrollment Analysis by FTE

Student Type	Actual Fall 2022 FTE	Proposed Budget Projected Fall FTE	Difference
1 st Time Freshman	2,050	1,761	289
Undergraduate Transfers	541	650	(109)
Dual Enrollment	277	239	38
New Graduate students	184	94	90
Returning Students (UG & G)	5,701	5,991	(290)
International Students	129	136	(7)
Total	8,882	8,871	11



FY2021-22 Carryover Summary Handout D

Unspent Budget Carryover Request	Amount
• Specialized Academic Fees	\$810,687
• Online Course Fees	\$4,116,438
• Student Activity Fees	\$606,936
• Technology Access Fee	\$2,499,662
• Research Indirect Cost (faculty research, match & fixed rate balances)	\$1,944,472
• Engineering Special Allocation	\$1,988,692
• Collapsed SACF Request	\$341,863
• Departmental Request	\$2,391,686
• Departmental Revenue Generated	\$916,247
• Purchase Orders	\$1,158,441
• Summer School Unspent Revenue Distribution	\$363,421
• University Commitment (Enrollment Mgmt / Research Match possible commitments)	\$1,098,470
• Governor's School	\$53,699
• Salary Lapse Funds	\$336,379
TOTAL	\$18,627,093



Handout E

REVISED FY22-23 BUDGET

Spring Revenue Calculation:		85%
FY22-23 Revenue Enrollment Adjustments - Academic Year	\$	94,650.00

University Wide Funding Needs:

New Presidential Scholarships	\$	1,410,882.00
Campus Utilities Increase - 30%	\$	1,736,069.00
Athletics Scholarships - Room and Board Increases	\$	170,480.00
Transfer for Anticipated Early Graduation	\$	(1,100,000.00)

Funds Available (Needed)	\$	(2,122,781.00)
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Departmental Funding Request:

	PERM	TEMP
Academic Affairs	\$ 629,000.00	
Board of Trustees		\$ 9,342.00
Chief Diversity Officer	\$ 137,700.00	
College of Business	\$ 105,105.00	
College of Education - C&I	\$ 100,100.00	
College of Education- Counseling & Psy	\$ 80,080.00	\$ 8,500.00
College of Engineering	\$ 73,062.00	
Communications & Marketing		\$ 150,000.00
Counseling Center		\$ 169,000.00
Enrollment Mgmt	\$ 140,613.00	\$ 83,565.00
Facilities	\$ 170,370.00	
Human Resources	\$ 51,485.00	
Library	\$ 150,000.00	
President's Office		\$ 3,600.00
Student Affairs	\$ 188,308.00	
University Counsel	\$ 134,183.00	\$ -
Total Departmental Request	\$ 1,960,006.00	\$ 424,007.00

2022-2023 October Revised New Budget Request

Handout E

	Recurring	One-Time	Unit to fund	Total Requesting	% of Total component	% of Total Request
University Wide						
Scholarships	1,410,882			1,410,882	0.00%	0.00%
Utilities	1,736,069			1,736,069	151.51%	31.39%
					3,146,951	56.90%
Instructional / Academic Affairs						
Academic Affairs	629,000			629,000	6.38%	1.32%
Engineering	73,062			73,062	6.38%	1.32%
Business	105,105			105,105	9.17%	1.90%
Library	150,000			150,000	13.09%	2.71%
Education- Counseling & Psy	80,080	8,500		88,580	7.73%	1.60%
Education - C&I	100,100			100,100	8.74%	1.81%
					1,145,847	20.72%
Non-Instructional						
Facilities	170,370.00			170,370	13.76%	3.08%
Enrollment Mgmt	100,113	124,065		224,178	18.11%	4.05%
Student Affairs	188,308	-		188,308	15.21%	3.40%
Communications & Marketing		150,000		150,000	12.11%	2.71%
President's Office		3,600		3,600	0.29%	0.07%
University Counsel	134,183			134,183	10.84%	2.43%
Board of Trustees		9,342		9,342	0.75%	0.17%
Human Resources	81,054		29,569	51,485	4.16%	0.93%
Counseling Center		169,000		169,000	13.65%	3.06%
Chief Diversity Officer	137,700			137,700	11.12%	2.49%
					1,238,166	22.39%
TOTAL E&G	5,096,026	464,507	29,569	5,530,964		

Handout E

ACADEMIC AFFAIRS 2022-2023 October Revised Budget

October Revised Budget NEW Requests

ITEMS LISTED IN PRIORITY ORDER 10/5/2022

College	Department	Position Title	Other Funds (i.e. Travel, Operating)	Available Funds from College or Dept.	Funds Requested from University	Justification for Funds (Include how this aligns with the University strategic plan.)	Notes
Academic Affairs					\$629,000 salaries	Chairs and directors compensation level adjustments. See attached memo. Originally submitted for 22-23 proposed budget. \$289k-Stipend increase; \$340k-Summer	Permanent funds
Engineering					\$51,092 salaries \$21,970 benefits \$73,062 Total	Equity adjustment for flight risk faculty only. See attached memo.	Permanent funds
Business	Decision Sciences & Management 210202	Lecturer			\$73,500 salary \$31,605 Benefits \$105,105 Total	New Lecturer position in Operations, Logistics, and Supply Chain Management. See attached memo and budget form.	Permanent funds
Library	Library Materials 240031		\$150,00 operating		\$150,000	Funds needed for library materials due to the decrease in the budget over the past 5 years from \$1.2M to \$609K. See attached budget form. Originally submitted for 21-22 proposed budget and again for October revised budget.	Permanent funds
Education	Counseling & Psychology 210311	Lecturer	\$3,500 technology \$5,000 moving allowance		\$56,000 salary \$24,080 benefits \$8,500 other \$88,580 Total	New Lecturer position to work with academics and athletics to support student athletes' psychosocial needs. See attached memo and budget form	\$80,080 permanent funds \$8,500 temporary funds
Education	Curriculum & Instruction 210321	Assistant Professor			\$70,000 salary \$30,100 benefits \$100,100 Total	Assistant Professor position for online PhD program in Higher Education. See attached memo and budget form.	Permanent funds
Total Requested Funds					\$1,145,847		

