

University Budget Committee Meeting
March 5, 2007

Vice Chancellor Richard Brown introduced UTC Chancellor Roger Brown, who convened the meeting and welcomed everyone. He introduced UT Trustees Bucky Wolford and Jim Hall and expressed his appreciation for their attendance of this meeting. The Chancellor noted the importance of the budget hearings for the entire university community. Chancellor Brown added that a Website has been developed that will contain all available budget information: <http://www.utc.edu/Budget/>

Vice Chancellor for Finance and Operations Richard Brown presented an overview of UTC Budget Policies and Procedures: <http://www.utc.edu/~mary-scott/BudgetOverview07-08.ppt>. Vice Chancellor Brown reviewed budget allocations and priorities for FY 2005-06 and 2006-07. He noted a major emphasis was to focus on strengthening support for Academic Affairs and the instructional units within the university. A majority of newly appropriated revenues went to Academic Affairs to support new faculty positions, travel, Library holdings, and operating dollars. Vice Chancellor Brown stated that every effort is made to provide budget transparency and a basic understanding of the UTC/UT System/State of Tennessee budget process. He added that a questionnaire will be included on the budget Website to provide feedback on the budget process and assist us with improvement of our current practice. Dr. Brown stated that Trustees Wolford and Hall have been asked to request \$5M from the State Legislature, by way of the UT Board of Trustees, to continue ongoing programmatic and design planning for the \$48M UTC Library capital project.

Vice Chancellor for Student Development Hugh Prevost, along with Mr. Yancy Freeman, Director of Admissions; Dr. Dee Dee Anderson, Assistant Vice Chancellor and Dean, Student Development; and Dr. Nancy Badger, Director of Counseling and Career Planning, presented the budget request for Student Development: <http://www.utc.edu/~mary-scott/SD07-08.ppt> The **prioritized** budget request for Student Development includes:

Costs Going Forward:

1. Continued Funding for the UTC Women's Center	\$ 65,000
2. Front-In Loading Admissions' Budget	\$ 45,000
3. <u>Increase OSD/ADA Budget to service level</u>	<u>\$ 46,000</u>
<i>Subtotal</i>	<i>\$156,000</i>

Prioritized Personnel Requests:

1. Coordinator of First Year Experience	\$ 46,200
2. Health Education Coordinator -(shared appointment with H&HP)	\$ 46,200
3. Assessment Specialist for Counseling, OSD, SSC & JUD	\$ 46,200
4. Senior Admission Specialist	\$ 29,586
5. <u>Coordinator of Judicial Affairs</u>	<u>\$ 42,240</u>
<i>Subtotal</i>	<i>\$210,426</i>

Total **\$ 366 425**

Trustee Hall asked about any connection between “early bird” students and their retention rates. Mr. Freeman stated this is the first year of the program; next year they will do an analysis of the success rate. Mr. Freeman stated the online application via XAP has been a tremendous recruiting tool and has revolutionized how we communicate with students, starting at the ninth grade level. Vice Chancellor Brown asked Mr. Freeman why he felt UTC attracted so many students from West and Middle Tennessee. Mr. Freeman responded the UTC academic programs were the main reason, but also housing and the graduation success rates of our students are also attractive to prospective students. Mr. Freeman, when asked about the effectiveness of advertising by Vice Chancellor Brown, stated that while it is difficult to determine the effectiveness, advertising does definitely get UTC’s name out there. Trustee Hall asked about information on where our students come from, i.e., counties and states. Mr. Freeman will provide this information to Mr. Hall; this information is available from the University Institutional Research Office. Mr. Freeman stated we enroll students from every county in Tennessee, and we have seen a huge growth in Middle Tennessee.

Dr. Anderson discussed the need for new positions in the Student Development Office, including a Coordinator of First Year Experience and Coordinator of Judicial Affairs. Executive Assistant to the Chancellor Terry Denniston asked if Student Development has received the judicial report on findings; Dr. Anderson stated they have received the preliminary report and expect the final report by the end of the month. Vice Chancellor Brown asked Dr. Anderson if they plan to present to the Budget Committee a utilization of existing positions and proposed organizational changes since they are requesting new positions. Dr. Anderson stated they would do so.

Dr. Badger discussed the increase in the number of students seen by the Counseling Center, the OSD Office, and the Student Success Center. She stated a need for physical space for the Women’s Center.

Vice Chancellor Prevost stated the number 1 priority for Student Development is the \$25/semester Student Health Fee. It was stated that a student health fee will have to be reviewed and approved by the Board of Trustees. Mr. Prevost indicated the student health fee will be utilized in three areas: 1. ongoing costs and work associated with the UTC Poly Clinic; 2. student health education awareness, and 3. the UTC Counseling Center.

Chancellor Brown presented the budget request for his office, which includes a 2 percent increase in operating costs: <http://www.utc.edu/~mary-scott/ChancBudget07-08.xls> Chancellor Brown noted that many of the community events associated with his office are not funded by State dollars; many are funded by UC Foundation funds and gift funds. UTC is unique and fortunate in the support received from the Foundation endowment and the generosity of our community. Vice Chancellor Brown noted that all discretionary funds are audited on a regular basis.

Vice Chancellor Brown encouraged people to email him if they had any questions on anything presented at the hearings. Chancellor Brown asked Dr. Brown to recap the budget process for everyone, including the Trustees. The following is the process/timeline:

UTC BUDGET APPROVAL PROCESS
2007-08

UTC Vice Chancellor for Finance
convenes open budget hearings

March 5-9, 2007

University Budget Planning and Evaluation
Committee
Approves and recommends budget to Chancellor

March 26-30, 2007

Chancellor makes budget recommendation to
UTC Trustee Advisory Committee

April 20-30, 2007

UTC Trustee Advisory Committee recommends
budget approval to UT President

May, 2007

UT President makes final recommendation for approval
of UTC budget to the UT Board of Trustees

June, 2007

Dr. Arfken asked if special initiatives, such as the Strategic Planning costs, are captured in the budget. Vice Chancellor Brown stated the Strategic Planning costs had been presented as costs funded by the K account.

Library Dean Theresa Liedtka asked if the Student Development funding request would include the Student Health Fee. Vice Chancellor Brown stated it would be included in their total request.