

**UPRAC
Minutes
November 5, 2020**

Attended: Chancellor Angle, Richard Brown, Jerold Hale, Lofton Stuart, Yancy Freeman, George Heddleston, Vickie Farnsworth, Joanne Romagni, Theresa Liedtka, Robert Dooley, Terry Denniston, Vanasia Parks, Tyler Forrest, Chris Sherbesman, Laure Pou, Abeer Mustafa, Melita Rector, Allison Evans, Daniel Pack, Greg O’Dea, Beth Luehrs, Pamela Riggs-Gelasco, Valerie Rutledge, Charlene Simmons, Andrew McCarthy, Laura Perryman, Lane Gutridge

Absent: Linda Frost, Rik Hunter, Andrew Williams, David Steele

Dr. Richard Brown, Executive Vice Chancellor and Provost, Jerold Hale, UPRAC Co-Chairs, welcomed everyone to the University Planning and Resources Allocations Committee (UPRAC) financial report meeting. Dr. Brown stated that the committee serves as an advisory and oversight function for the budget and planning process. This committee is comprised of every major operating unit across the University. This committee has been put in place so we can be very transparent regarding the financial planning process. Dr. Brown recognized the Chancellor and asked him to please start the meeting with a welcome and opening remarks.

Chancellor Angle thanked everyone for attending this afternoon and for their hard work with working on the budget during COVID-19. Chancellor Angle stated that we will be very cautious during this time as we are thinking of the retention of students and their connection to the University. It has been very hard with the student organizations but during this time we have been doing well. Chancellor Angle mentioned that we will continue to be open and transparent and again, thanked everyone for their involvement, stewardship and engagements during this time of uncertainty.

Dr. Brown thanked Chancellor Angle for his great leadership. Dr. Brown stated that UPRAC was created several years ago and it represents a broad section of the institution’s leadership and our goals are to be very collaborative and transparent. We are making sure that all of us around the University fully understands the budget development process. Dr. Brown mentioned that it will be more critical when SACSCOC comes in and looks at us for a 10-year reaffirmation of accreditation. Dr. Brown stated that it is very important that our key leadership and faculty fully understands the input of the budget process, as it is a very critical piece of UPRAC to ensure our planning aligns with the strategic goals of the strategic plan that the Chancellor and leadership team puts forth to the University. Dr. Brown mentioned that we are delighted to have this committee and their participation in UPRAC.

Dr. Brown asked the Provost for his opening comments regarding Academic Affairs. Provost Hale mentioned that he wants to address four issues that have budget implications related to Academic Affairs. The first issue is the use of “Soar In Four” dollars for the current and upcoming year. In the current academic year, a portion of the monies will be used for covering a gap in scholarship funds. We will plug the gap between the monies that were budgeted for adjunct teaching expenses and for the actual adjunct teaching expenses. Provost Hale stated that colleges spent \$248K more on adjunct teaching this Fall than last Fall and it seems adjunct expenses for the Spring 2021 will exceed last year’s total. Provost Hale said that Academic Affairs in the past used the on-line funds expenses to cover the difference, but those dollars will be unavailable to cover the

difference, so this is one of the purposes that we will be using some of the “Soar In Four” funds. Provost Hale said the Deans have submitted their “Soar In Four” proposals for next year. The review process includes the review of the total requests submitted by the Deans and will be reviewed in Deans Council. Then it will be reviewed by the Academic Affairs staff – Vice Provost, Matt Matthews, Budget Director, Allison Evans and the Provost. After the review, the recommendations for the use of the “Soar In Four” dollars will be made for instructional purchases to Chancellor Angle and Executive Vice Chancellor Brown. Provost Hale thanked Vice Chancellor Freeman and his team as our enrollments for the Fall were outstanding. Provost Hale said that due to the pandemic and the students being unable to connect within the campus, we may lose some enrollment. Academic Affairs will be cautious with the “Soar In Four” dollars with the unknown impact for the Fall of 2021. The second issue discussed was regarding faculty and staff recruitment vacancies in Academic Affairs are in various stages of completions right now. Searches have been authorized for HHP, Chemistry, COB, Arts and Sciences and CHEPS. We have asked each Dean to make a priority case for the recruitment. No searches are being authorized for positions set aside as part of the potential 5% state budget cut. Once we know more from the state in January about this potential cut, Provost Hale will work with Allison Evans and the Deans on how to proceed with the positions set aside for this potential cut. The third issue is the strategic planning process and the impact it will have on future UPRAC reports. Most of you are on the subcommittees for the strategic planning process that we are undergoing with the next strategic plan for the University. The strategic planning is focused around the goals of Diversity, Inclusion & Culture, Meaningful Learning, Integration Team Stewardship and Scholarship, Creativity, Discovery, Innovation and Entrepreneurial Initiative. Provost Hale stated several strategic planning meetings will be taking place and is encouraging all to participate when they occur so we can have great feedback and input. The fourth issue is regarding the SACSCOC reaffirmation. Provost Hale stated that we have a one-year variance from our original schedule and our materials are now due to the SACSCOC in the Fall of 2022 and the site visit will take place on March 2023. The University must propose and submit a Quality Enhancement Plan (QEP). The QEP is a 10-year commitment and because of the impact of Academic Affairs and the entire university, please offer your best insights and creative insights during the subcommittees you are involved in.

Dr. Brown mentioned to the committee that the UPRAC meeting is being recorded and will be placed on the Budget and Finance Website along with the PowerPoint presentation and attachments for their review. Dr. Brown encouraged everyone to use the “Budget Chatt” inquiry/dialogue - located on the Budget and Finance website - to give their feedback, comments or ask any questions regarding any aspect of the budget process. Dr. Brown stated that they will get a quick response as well.

Dr. Brown thanked the Provost for giving us the information regarding the SACSCOC. Dr. Brown reiterated with Provost Hale to encourage participation in the subcommittees and the strategic planning process. Dr. Brown stated that we are starting a listening process of the admin and operations side of the house. Dr. Brown mentioned that when we start the budget process there will be recurring themes during this process. Dr. Brown said they are hearing there are staffing issues that there is not much bench strength in our operating departments. Dr. Brown stated we need to deal with this issue as it relates to retirements, turnover and not having the operating dollars to replace key positions or develop a lot of bench strength. Another issue is compensation benchmarking with faculty and staff – how do we keep our workforce competitive and market sensitive and market driven. Of course, operations budget has just enough money to deliver the quality of service across the University. Dr. Brown said we need to continue to watch conversations and have dialogue with the Chancellor and leadership team as we move forward.

Dr. Brown thanked the committee again with the help of this process. Dr. Brown thanked the Budget and Finance Office for all that they do and especially to Tyler Forrest, Chris Sherbesman, Vanasia Parks and Allison Evans for their great work and their continued dialogue with the deans and key operators across the campus. Dr. Brown thanked the budget leaders from the various colleges and divisions with working with the Budget and Finance Office. Dr. Brown, too, thanked the Deans for their outstanding stewardship and guidance and making sure business continuity remained healthy at UTC as we entered COVID-19. Dr. Brown could not thank them all enough for their planning, thoughtfulness and moving the curriculum on-line very quickly to ensure instructions occurred for students. Dr. Brown said that the Chancellor had two goals - Quality Instruction and a Safe Campus – so a big thank you to all for helping us with this.

Dr. Brown and Tyler Forrest presented the UPRAC Financial Report FY 20 Highlights and FY 22 Financial Outlook and the FY 22 Budget Planning Timeline. **(Please review the attached presentation)**. Dr. Brown mentioned that we were tracking very well until COVID-19 entered in March 2020 and it changed all our planning, investment strategies, criteria and our financial goals. To get through COVID-19 we had to ensure we had business continuity so we could close the fiscal year in the financial black which is required by the state of Tennessee. Dr. Brown stated to get there we had to cancel a few things across the institution such as new program investments. We did not have a hiring freeze, but we had a selected hiring of only critical positions from March 2020 – November 2020. We slowed spending and scrutinized any expenses over \$10K. We had to eliminate some capital projects to make sure we had reserves to respond to COVID-19 requirements across the campus. With that, you all were great stewards and as a result, you will see the healthy financial budget. **(You may follow the presentation with the recorded ZOOM placed on Budget and Finance website)**.

Dean Theresa Liedtka asked about budget submission processes stating the submissions were due on Monday, but Dr. Yancy Freeman is asking for 15/4 dollars and would like to know how all of this would work. Dr. Freeman stated that the 15/4 dollars was the second piece of academic support dollars. This is a proposal that will be reviewed by Dr. Hale, Dr. Brown along with Dr. Freeman and then reviewed by the Chancellor for final approval.

Dr. Brown stated that Laure Pou, Assistant Vice Chancellor for HR, is engaging with an outside firm to do compensation benchmarking for faculty. This data will be presented to all regarding compression issues, equity issues between discipline and other data. Laure Pou will share this information with Chancellor Angle and the leadership team and then it will be shared to all faculty for review.

Dr. Charlene Simmons asked if we had our faculty salary analysis data yet? Laure Pou stated she is working with the Chief Human Resources Officer, Dr. Brian Dickens, and they are renegotiating the contract for the full faculty salary analysis and they got a much lower rate. With this they are now able to move forward with a full compression, full market and an equity analysis on demographics. Ms. Pou stated they have initiated the contract and she is working with Sibson next week to discuss the final timeline. Ms. Pou mentioned that they are hoping to complete the data analysis and have data return for our review and determine the next steps within a 60-day timeframe. Ms. Pou will then meet with the executive leadership team and share the overview of the information and will discuss the next steps. Ms. Pou said they are not engaging Simpson in the staff salary analysis right now, as it is an internal effort across the UT System that has taken place over the past 18 months and at the beginning of the new year, they will have the information completed.

Dr. Brown stated again that all the information shared along with the recording will be on the Budget and Finance website. The Chancellor will carry to our Advisory Board and the UT Board of Trustees on what we decide to carry over and get approval from the UT President. Let's all thank the Chancellor for the burden of this campus of our budget and financial planning. Dr. Brown wanted to thank all members of the leadership team and the deans for their stewardship and everyone stay safe while we prepare for commencement. Dr. Brown thanked Student Affairs for their outstanding work with our students and our Student Health Services, Drs. Chris Smith and Yasmine Key for their tremendous work.

Mr. Lofton Stuart, Interim Vice Chancellor of Development and Alumni Affairs and Executive Director of the UC Foundation, thanked everyone for their support and the support for the UC Foundation and he has enjoyed working closely with the deans and all faculty. Dr. Brown thanked the Provost again for all his leadership and work on the academic side for the University.

Chancellor Angle thanked everyone again and hopes everyone feels pride for all our accomplishments during the Fall semester during the COVID-19 season. Chancellor Angle thanked Vicki Farnsworth, VC for IT, as she has done an incredible job and thanked everyone for being such a great team to work with and he is looking forward to a great Spring semester.

Dr. Brown adjourned the meeting and again, thanked the UPRAC members for their work and keeping "Students First".