



PLANNING & BUDGET COUNCIL MEETING MINUTES

Date: Thursday, March 28, 2024

Time: 3:30 pm

Location: Hyman 101

Voting Members	Title	Present?
Raaj Kurapati	Executive Vice Chancellor and COO-CFO	Yes
Dr. Cindy Russell	VC for Academic, Faculty and Student Affairs	Yes
Dr. Wesley Byerly	Interim VC for Research	Yes
Dr. Wendy Likes	Dean - Nursing	Yes
Dr. Nick Verne	Interim Executive Dean - Medicine	No
Dr. Reginald Frye	Dean - Pharmacy	Yes
Dr. Kristi Forman	Director of Admissions Operations	Yes
Paul J Koltnow	President, Faculty Senate	Yes
Dr. Ken Tilashalski	Executive Associate Dean - Dentistry	Yes
Dr. Charles Snyder	AVC, Student Success	Yes

Non-Voting Member	Title	Present?
Michael Ebbs	AVC, Financial Strategy	No
George Ninan	AVC, Financial Operations	Yes
Melissa Moore	Associate General Counsel	Yes
Andrew Roberts	Exec Director, Financial Planning & Budget	Yes

Approve Agenda & Minutes from Last Meeting (03.14.2024)

- **AGENDA:** A motion to approve the agenda for the meeting was made by Dr. Byerly and seconded by Dr. Snyder. The motion passed at 3:32pm.
- **MINUTES:** A motion to approve the minutes from the prior meeting was made by Dr. Byerly and seconded by Dr. Russell. A minor adjustment was noted to clarify council membership and voting status on the attendance tracker. The motion passed at 3:33pm.



Update from Special Advisory Board Meeting

Mr. Kurapati reviewed materials which had been shared as part of the public Special Advisory Board meeting held on March 22, 2024. These included a high-level overview of the E&G revenue budget, UT system tuition changes over the last 5 years, and enrollment projections. Mr. Kurapati noted that the 2.9% tuition increase proposal had been approved and was set for final adoption as the UT Board meeting in late June.

Mr. Kurapati noted that as an outcome of the Special Advisory meeting, a request that fees and fee proposals be more transparent going forward. Mr. Kurapati also noted that it is the intention going forward to have any tuition and fee proposal vetted in time to make the UT Board Winter meeting to give students and prospective students more time to understand and plan around any potential cost changes. Lastly, Mr. Kurapati shared that going forward we want to take a college/program specific look at tuition and fees rather than implementing changes across the board.

Town Hall

Mr. Kurapati noted that leadership was working to schedule a “Town Hall” session for the following week, schedules permitting. He also noted that he had met with the chairs within the College of Medicine since the last PBC meeting and continues to meet with others to share the message about our financial circumstances and responses more broadly. Lastly, it was noted the need to balance transparency with the potential to create un-necessary angst/panic amongst the UT Health Science Center community.

Update on Council of University Business Officers (CUBO)

Mr. Kurapati shared that the Council of University Business Officers had been officially charged and held their first meeting on Tuesday (March 26th).



Review FY25 Budget Timeline & Vetting Process

Mr. Roberts discussed information that has been shared with college/unit business officers in and since the CUBO meeting, specifically outlining documents and timelines. Council members asked some clarifying questions which were addressed. It was acknowledged that the timeline is condensed for this cycle, and it is the desire to initiate these processes much earlier in future years to allow adequate planning and review.

Discuss Draft Carryforward Policy

Mr. Kurapati invited feedback from council members regarding a draft of a carryforward policy which had been shared with the council earlier in the week. Mr. Kurapati clarified that complete and detailed carryforward budgets would not be required but that usage of carryforward would have to be limited to non-recurring needs. It was agreed that PBC support staff would follow up with council members to provide carryforward examples to include scenarios to make these concepts clearer.

Discussion continued around a few related topics including:

- The use of restricted funds to cover position costs
 - It was suggested as a possible way to offset the budget reduction. Mr. Kurapati agreed that this was a great way to achieve the needed reduction and encouraged further review of these and like opportunities.
- ADA's
 - There was conversation about how these worked, specifically noting that some are subject to increases and some are not. It was noted to have HR follow up to review.
- Fringe benefits
 - It was noted that these costs would need to be factored and that ADAs did carry this burden also.
- Faculty promotions



THE UNIVERSITY OF
TENNESSEE
HEALTH SCIENCE CENTER.

- It was noted these would also need to be factored in FY25 budget planning as colleges/units work to hit the budget targets provided.

Discuss Revenue Generation Ideas & Cost Cutting Measures

Dr. Forman noted the opportunity to look at our recruiting/admissions software as we move to DASH. Dr. Likes noted the college/program nuances that sometimes drive the use of different software programs, but acknowledged there could be an opportunity. Dr. Snyder shared a desire to be more entrepreneurial going forward (ex. summer camps) as a way to generate revenue. Dr. Snyder also discussed getting maximum benefit from existing vendor relationships (i.e. Student Health Insurance and Verified Credentials).

Closing Statements – Raaj Kurapati, EVC and Council Chair

Mr. Kurapati closed the meeting a few minutes past time at roughly 4:34pm.