

THE UNIVERSITY OF TENNESSEE AT MARTIN ADVISORY BOARD

Minutes of the Annual Meeting

The annual meeting of The University of Tennessee at Martin Advisory Board was held at 1:00 p.m. (CST) on Friday, May 8, 2020, as a virtual meeting in accordance with Governor Lee's Executive Order #16. The virtual meeting was hosted from the Hall-Moody Administration Building, Room 328, on the campus of The University of Tennessee at Martin.

I. Call to Order and Roll Call

UT Martin Advisory Board Chair Art Sparks welcomed the Advisory Board members and guests to the regular annual meeting of the UT Martin Advisory Board and requested a roll call to bring the meeting to order.

The roll was called by Edie Gibson, Secretary to the Board, with the following members present in person or in attendance via Zoom:

Hal Bynum (joined by Zoom)
Chris Caldwell (joined by Zoom)
Lauren Carter (joined by Zoom)
Monice Hagler (joined by Zoom)
Art Sparks (in attendance onsite)
Julia Wells (joined by Zoom)

With six members of the Advisory Board in attendance, Art Sparks on site and five members via Zoom, a quorum was announced as provided by Executive Order #16. All members participating via Zoom affirmed that each joined the meeting alone. Katie Ashley was unable to participate. Chair Sparks, taking executive privilege, congratulated Katie and her family on the birth of their second child. Others participating remotely included administrative and leadership staff. The meeting was streamed live for the convenience of the University community, the general public, and the media with a recording of the meeting uploaded to the UT Martin Advisory Board website following the meeting.

II. Opening Remarks

Chair Sparks began the meeting with a review of requirements established under Executive Order #16. He explained that Executive Order #16 temporarily suspends the requirements of the Tennessee Open Meeting Act (TOMA) to the extent necessary to allow any governing body subject to TOMA requirements to meet and conduct essential business by electronic means, if the body determines meeting electronically is necessary to protect the health, safety, and welfare of Tennesseans in light of the COVID-19 pandemic.

Chair Sparks clarified for the record that he and Chancellor Carver discussed the benefits of Executive Order #16 and deemed it necessary that members of the AB participate by electronic means to protect the public health, safety, and welfare in light of the coronavirus. For the record, Chair Sparks stated that annual meeting notices provided instructions for the public to electronically access the meeting and included the meeting agenda. Public access to the webcast and meeting materials remain available at utm.edu/abmeeting.

In keeping with Executive Order #16, all Advisory Board votes will be taken by roll call vote and all members participating by electronic means are deemed to be present at the meeting for purposes of voting.

After reviewing helpful tips regarding virtual meeting protocol, the meeting proceeded with a few introductions. Chair Sparks introduced two upcoming members of the Advisory Board, Dr. Philip Smartt, Professor of Natural Resources Management, who will serve a two-year term (2020-2022) as Faculty Member to the Advisory Board. Dr. Smartt is completing his term as President of UTM's Faculty Senate. Second, Chair Sparks introduced Ms. Emma Hilliard, a junior in Health and Human Performance from Bells, TN. Emma will serve a one-year term (2020-2021) as the Student Member to the Board. Both faculty and student member terms begin July 1 and end June 30.

III. Approval of Minutes

Chair Sparks directed the Advisory Board to a copy of the minutes from the regular scheduled meeting of the Advisory Board on January 10, 2020, for approval.

Motion: Julia Wells moved to adopt the UT Martin Advisory Board meeting minutes for the January 10, 2020, meeting, as presented in the meeting materials, and Monice Hagler seconded the motion. A roll call vote on the motion was taken, and the motion carried unanimously.

IV. Election of Chair 2020-2022

As stipulated by The University of Tennessee at Martin Advisory Board Bylaws (under Section 5.1), the presiding officer of the Advisory Board shall be a chair and the Board shall elect from its voting members a Chair to serve a two-year term. Chair duties include presiding at all meetings of the Advisory Board, being responsible, in consultation with the Chancellor, for coordinating the work of the Advisory Board, and serving as the spokesperson for the Advisory Board. The floor was opened for nominations with Art Sparks nominated by Hal Bynum.

Motion: Hal Bynum moved to accept and close the nomination of Art Sparks' nomination and elect him to serve a second term as chair, beginning July 1, 2020. Motion was seconded by Monice Hagler. A roll call vote on the motion was taken, and the motion carried with Art Sparks abstaining.

V. COVID-19 Campus Report

Chair Sparks acknowledged that everyone has been affected by the COVID-19 pandemic, he then invited Chancellor Carver to provide a campus update on the COVID-19 impact. Carver opened his comments by congratulating Chair Sparks on his reappointment as chair and by expressing his appreciation to him for his invaluable service to the campus.

Chancellor Carver remarked that the COVID-19 timeframe has been a tough period for our campus, noting that campus recently experienced two non-COVID related passings involving the death of Kirk Maddox, a Health and Human Performance major from Huntington, TN. Kurt passed after completing all graduation requirements, just days before being recognized during the campus' first virtual commencement ceremony. The second death involved assistant professor of History, Dr. Hyungji Hun, following her prolonged illness.

For the world and certainly for UTM, things started changing on March 11. Within three weeks of that date, our campus went from predominantly offering face-to-face coursework to moving and restructuring all courses to an online platform. Also, we recently announced that all summer school courses will be offered through an online format. Three groups deserve recognition for their fortitude during this process, the resourceful faculty, the dedicated staff, and the resilient students. As of this date, UTM is reporting six students have tested positive for COVID-19 and all are in various stages of recovery. In each case, the reported contact occurred elsewhere.

At the beginning of May, a campus-wide Reentry Task Force received its charge to consider three broad reentry scenarios and sub-scenarios leading to a safe return in fall, holding face-to-face courses, a hybrid strategy, and an online only format. The task force, co-chaired by Dr. Philip Smartt, Faculty Senate President, and Nurse Practitioner Shannon Deal, Director of Student Health and Counseling Services, convened a team of 19 content experts, representing the campus faculty and staff. The task force will present a current plan of action and a phased re-opening strategy to the Chancellor and Cabinet by the end of May.

Additionally, a System-wide task force established by UT President Randy Boyd is similarly reviewing reentry strategies. UT's task force that is chaired by a UTHSC virologist, Dr. Jon McCullers. Dr. McCullers is not only assisting UT and UTM with his expertise, but also plays a pivotal role with the re-opening strategies for Memphis and Shelby County.

UTM is benefiting from the guidance of Dr. Lisa Piercey, Commissioner of the Tennessee Department of Health, and protocols published by the CDC. All campus cleaning protocols are guided by CDC guidelines.

In a recent announcement, President Randy Boyd shared UT's intent to reopen all UT campuses in the fall. Chancellor Carver reassured the Board that the UTM campus will continue to monitor the pandemic, take precautionary measures, and only return if it's safe. He acknowledged that returning to campus will certainly look different in the fall with more online classes and even virtual faculty office hours and advising. Coordinated efforts and sharing resources between the System and UTM are significant benefits to belonging to the UT System.

In moving forward, UTM plans to grow and diversify its online presence, especially in graduate education. Feedback from our undergraduate students indicated that online classes during the spring term worked for the emergent need to social distance, but also reinforced a preference for a residential college experience. Students reported missing interactions with the faculty and college peers/friends on-campus. Lauren Carter agreed with Chancellor Carver's summation but further added that some academic programs seem to more naturally align with online delivery systems, while other programs present greater challenges. Accommodating visual learners and providing hands-on opportunities present unique challenges.

Julia Wells inquired into UTM's place in the online market related to students who want a degree but may not be looking for a residential college experience. Chancellor Carver offered to share a copy of a recent survey of Tennessee parents, which reports that ~75% of parents are comfortable with their students returning to campus once the all-clear is given. A different survey by the *Chronicle of Higher Education* reports that ~88-90% of high school seniors still want a residential campus experience. Chancellor Carver noted that the unknown factor involves any last-minute decisions to stay home and attend a college campus closer to home. Such a scenario could work both ways for the UTM campus. Latest enrollment figures indicated that student commitment to attend this fall is up by 1.6% over last year. This gap closed from a 4% increase earlier in the reporting cycle. All UT campuses are consistently noticing a similar enrollment dip at this point. THEC projects that a flat enrollment trend for the upcoming fall is a good signal at this stage. July data might provide a better timeframe for predicting fall enrollment.

Chair Sparks inquired if UTM students have access to broadband service? Chancellor Carver noted that faculty often have the first notice of these challenges. During the early stages of this COVID-19 situation, UTM students utilized internet access at UT Extension offices located in every county and visited local libraries. Looking ahead, UTM's Information Technology Services plans to purchase 250 loaner hot spots from associated cell service providers to address rural technology challenges. The primary challenge for many students is a stable internet service connection. This challenge can be exacerbated by multiple siblings competing for internet service strength. For some students, family challenges present a growing issue as students have to step-up in roles as bread-winners for laid-off parents or by providing childcare for parents taking on a second job. In other challenges, a limited number of students have acknowledged preferences for holding a conversation to address a specific issue rather than discussing by email. Board members agreed that changes associated with COVID restrictions are costly and will continue in the weeks and months ahead as we address new logistical challenges. The new norm will likely include virtual meetings, staggering schedules, working from home, and temperature checks for the distant future. The campus was reminded that essential (employees) does not mean immune employees.

VI. Strategic Enrollment Plan (SEP) Report

Provost Philip Acree Cavalier introduced Dr. Lew Sanborne, Vice President of Ruffalo Noel Levitz, as UTM's Strategic Enrollment Plan (SEP) consultant. During these past 10 months, Lew has assisted us to develop a SEP strategy to increase campus enrollment. Lew presented an overview of the most recent SEP draft with the final version due later this month. The timing of this project couldn't have been better for our process related to projecting a post-COVID-19 environment based on data and market research predictions associated with enrollment uncertainty.

Although Martin is primarily a face-to-face institution, having multiple delivery options for earning a UTM degree is a vital strategy. Online programs expansion is a critical piece of our strategies to increase enrollment. To this end, UTM now offers its bachelor's program in Criminal Justice online.

UTM commissioned the SEP study in anticipation of a significant drop in the national demographic by 2025; this plan will also enhance our campus response to a post-pandemic environment. The year-long, proprietary project aligns with the campus mission to "educate and engage responsible citizens to lead and serve in a diverse world" and supports the campus' core values of academic program excellence, student experience and success, inclusion, and advocacy and service. The process focuses on long-term enrollment and fiscal health involving progression preparation & data analysis, strategy development, goal development, and concludes with implementation and continuation.

The plan clusters implementation of academic and student success programs under two stages; the first stage involves propriety marketing strategies for undergraduate and expanding graduate opportunities, correlated with UTM data analysis and an academic demand review. These data, including external data, program comparison, and workforce demand, were shared with UTM work teams that collaboratively engaged a broad section of the campus community to develop unique UTM strategies. Also during this stage, UTM plans involve a cluster of undergraduate programs and a couple of graduate programs, along with initiatives to enhance student on-boarding procedures and academic programming at the regional centers, and strategies for non-first year student success. Additionally, the campus has a plan to institutionalize a financial literacy program.

The funding strategy is a compilation of de-duplicated enrollment and revenue calculations reduced by a 15% risk factor which is estimated to repay the campus investment within year-two (2022-23). It's important to note that COVID-19 impact may not change these conservative enrollment figures, and the national demographic drop in traditional students is not anticipated until 2025. Vital student success

strategies are being addressed by a separate campus Strategic Plan committee for a cohesive response. Comprehensive transfer articulation agreements with community colleges can be prescribed by unique documents, but more work still needs to be completed to create seamless transfer pathways between four-year institutions. Good communications with advisors are key to successful transfer articulations. With all eyes on the next few years, the outcome of these plans will be indisputable.

VII. Budget with Tuition and Fees Overview

Chair Sparks recognized Ms. Petra McPhearson, Vice Chancellor for Finance and Administration, to provide an overview of the 2020-2021 budget projections. Petra began her presentation by sharing a breakdown of the current base budget representing E&G Revenue, without adjustment from the COVID-19 funding. The FY 2020 E&G Revenue budget totals \$104.2 million, represented by tuition and fees at 61% (~\$63 million), followed by state appropriations at 35%, with grants & contracts, sales & service, and other revenue accounting for the final 4%. Additionally, UTM has been awarded \$5.1 million in CARES Act funds, of which at least half or ~\$2.5 million, must be disbursed directly to students to cover disruption costs. Finance and Administration staff are seeking additional guidance on how best to determine usage for the institutional portion of the funds.

Regarding expenditures, the most significant portion of campus spending (related to the \$104.2 million balanced budget) represents instruction at 43%, followed by student services at 13%, research and operation and maintenance, both, at 12%, academic support at 10%, institutional support at 7%, and the remainder associated with public service, scholarships, and transfers.

Looking ahead to next year, the campus has received signals from legislators that the state budget allocations may change. At present, based on the Tennessee Higher Education Commission (THEC) allocation summary, UTM's FY2020 base appropriation of \$35,748,200 would see a \$74,000 net change reduction in the performance funding formula. The state has authorized a 1.5% salary increase supported by a \$499,100 allocation and health insurance premium increase at \$149,800, bringing the FY2021 proposed operating appropriation to \$36,322,300. With the addition of separate access and diversity and Center of Excellence appropriations, the total FY2021 appropriations would be \$37,190,045.

The proposed FY 2020-21 appropriations follows:

FY 2020 base appropriations	\$35,748,200
Formula change	-\$74,800
Salary increase pool (1.5%)	\$499,100
<u>Health Insurance premium</u>	<u>\$149,800</u>
FY 2021 Proposed operating appropriations	\$36,322,300
Access and diversity	\$558,497
<u>Centers of Excellence</u>	<u>\$309,248</u>
Total State Appropriations	\$37,190,045

In accordance with all UT campuses, UTM will not request an increase in tuition and mandatory fees, remaining at \$1,120 (student programs and student services) for FY 2020-21. Following a post meeting conversation with UT, UTM withdrew a proposed \$10 increase to the technology fee, leaving the tech fee at \$250. Other restricted fees will remain unchanged for the upcoming year with the facilities fee (\$150) and publications fee (\$14) for fulltime undergraduates. Total FY21 undergraduate tuition and fees are \$1,544 annually.

The undergraduate in-state maintenance fee (commonly referred to as tuition) remains unchanged at \$8,214, coupled with mandatory fees and without any increase to the technology fee will bring the total annual cost to \$9,748 for the upcoming year. Comparative data for UTM's admission peers, comparable

peers, and aspiration peers were reviewed and described as competitively similar. The graduate in-state maintenance fee (tuition) will also remain unchanged at \$9,096, coupled with mandatory fees and without any increase to the technology fee, bringing the total cost for graduate school to \$10,66, annually.

At the time of the Board's meeting, UTM recommended a balanced budget for the FY 2020-21 Operating Fund Budget at \$149,599,500, which includes \$104,821,000 in Unrestricted Educational & General (E&G) Funds, \$10,124,300 in Unrestricted Auxiliary Funds, and \$34,654,200 in Restricted Funds. These figures do not include any charges related to the CARES Act funding or the Strategic Enrollment Plan. In response to a Board question, UTM would likely need to utilize additional campus resources for any unexpected funding needs.

In accordance with the UT Board process, University fiscal policy, and guidance distributed by the System budget office, the Chancellor and campus budget personnel developed the proposed campus annual operating budget, inclusive of revenues, expenditures and transfers, and tuition and mandatory fees. The Chancellor requests that the Advisory Board recommend the proposed budget, as presented, to the President. Any necessary adjustments to the budget recommendation will be shared with the Advisory Board when the recommendation is submitted to the President.

Motion: Chris Caldwell moved that the Advisory Board recommend the proposed campus operating budget with Tuition and Fee schedule for FY 2020-21 to the President as presented in the meeting materials; provided the Chancellor is authorized to make any relatively minor adjustments (no more than 5%) to calculations, if necessary, prior to submission to the President and to report any such adjustment to the Advisory Board at the time of submission to the President. The motion was seconded by Julia Wells. A roll call vote on the motion was taken, and the motion carried.

UTM's final recommended budget, presented to the Advisory Board via email and to the President, represented a FY 2019-20 Operating Fund Budget of \$147,474,600, comprised of \$112,820,400 in Unrestricted Educational & General (E&G) Funds, \$10,124,300 in Unrestricted Auxiliary Funds, and \$34,654,200 in Restricted Funds.

VIII. Clery Act Process Update

Chair Sparks invited Chancellor Carver to report on the federally-mandated Clery Act requirements. The Clery Act requires transparency in annual reporting related to student safety. Chancellor Carver presented a snapshot of UTM's compliance with Clery Act reporting procedures and processes. During the past 10 months, a joint team of UTM staff have worked alongside UT System experts to develop and implement several best practices. The primary results have reflected enhanced training opportunities, revisions to the reporting procedures, and information to create a centralized capture point for recording and monitoring cases and a better defined policy with updated documentation supporting a more robust review cycle. An interesting aspect of Clery reporting involves monitoring our Clery geography, which includes the main campus (inclusive of all buildings and grounds), our five Centers, and overnight locations where athletes and students travel for competition and academic trips. It was noted that UTM's Director of Public Safety, Scott Robbins, has announced his retirement effective May 31, 2020, and that a diverse search is underway to find the best candidate possible.

IX. Comments by the Chancellor

Chancellor Carver began his closing comments by congratulating Chair Art Sparks on his re-election as Board chair and expressing his appreciation for Chair Sparks' generous commitment of time and preparation for these meetings and his due diligence in challenging us to expand our university influence.

Ending a most unique spring term, UTM held its first virtual commencement ceremony on Saturday, May 2. The virtual celebration was recorded on the UTM Quad in front of the Hall-Moody Administration Building and streamed via Facebook Live and YouTube. The ceremony included a digital presentation of ~700 prospective graduates with their respective degree, honor recognition, and photo, when possible. UTM has received incredibly positive feedback to the ceremony for offering a thoughtful send-off to our graduates and ending an awkward semester.

In quick updates, Chancellor Carver noted that COVID-19 has not disrupted constructions of the Latimer Engineering and Science Building. The \$65 million STEM facility, located at the southeast corner of the Quad in between the Business Administration and Sociology buildings, remains on schedule at this time.

Additional demolition and construction of visitor seating at Graham Stadium is expected to be completed by UTM's football season. The project transforms the visitor stands from its former 1,400 seating capacity to a 750-800 seat facility, more aligned with the home stands, and also reconfigures space beneath the stands as a visitor locker room.

Another noticeable enhancement project involves a City of Martin sidewalk project, located along the north side of University Street. This project impacts the look of our campus and creates more pedestrian-friendly access for our community. The timing is perfect for this construction.

In additional enrollment news and in follow-up to the great news associated with the SEP report, the campus has also focused on retention. UTM students recently participated in a campus survey to assess needs and how our students were doing? As a result, student service staff have been reaching out to speak with students in need. The campus has also hand written 1,400 postcards and messages to the incoming students as a means of encouragement and letting them know that we will be ready for them this fall.

On the home front, we hired Dean Ahmad Tootoochi in the College of Business and Global Affairs to begin in July 2020. His reputation as a scholar and teacher combined with his charisma and student focus will make a great addition to the college and university. A second recent hire was the Vice Chancellor for University Advancement filled by Dr. Charley Deal, formerly the Executive Director of Research, Outreach, and Economic Development. We are excited about his passion for the university and his skill for fundraising. In more good news, University Advancement sent out a Displaced Student Fund call and, in two weeks, raised \$30,000 to establish \$300 mini-grants to support students disrupted by COVID-19 changes. Many students lost their jobs and remain challenged to pay for rent and other essential expenses. Meeting this unexpected financial need was only possible with gifts from UTM's alumni and friends.

The Chancellor signed-off by stating that although these have been chaotic times for our students, he appreciates how the campus has worked hard to make things as normal, as possible. He expressed the enthusiasm that he receives from the Strategic Enrollment Plan, the encouragement generated from the development of the new academic programs, and the hope inspired at getting our students back together this fall, if safe. In spite of the Coronavirus challenges, Chancellor Carver stated UTM is his favorite job that he has ever had. Adding that UTM is a great place to be and a great day to be a Skyhawk!

X. Closing Remarks by Chair

In closing, Chair Sparks commented that Devin Majors, the first Advisory Board Student Member, was recognized by the *Union City Messenger* for his role and comments shared during UTM's spring commencement. Devin, a two-time SGA President at UTM, is one of UTM's outstanding students and plans to continue his academic career at the UT Law School.

Acknowledging that this has been a different meeting, Chair Sparks commented that he missed the traditional Board interaction, but the virtual format allowed the work to continue. He announced that this will be the final meeting for several of our members, Katie Ashley's appointment ends in June, and wished her well, following the birth of her daughter. He also noted his appreciation for Dr. Chris Caldwell's role in bringing the faculty perspective to our discussions. Chris will be completing his term on June 30 and be replaced by Dr. Philip Smartt, who will be assuming his role beginning July 1. Also, Lauren Carter will be completing her term of service as the Student Member to the Board on June 30 to have those duties assigned to Emma Hilliard, effective July 1. The UTM Advisory Board acknowledged that it sincerely appreciates each of these individuals, and speaking of Katie, if not reappointed, will be sorely missed for their roles played in advancing the University.

The next regular meeting of the Advisory Board is September 18, 2020.

VIII. Adjournment

With no further business to come before the Board, a motion to adjourn was made by Hal Bynum and seconded by Julia Wells. The meeting adjourned at 2:39 p.m.

Respectfully Submitted,

Eddie Gibson, Secretary