



Business and Finance Committee		
6.4.20	1:30 p.m.	Technology Building Clarksville, TN 37044
Meeting Type	Business and Finance Committee	
Note Taker	Hannah Allen	
Attendees		Present (Y/N)
	Mr. Billy Atkins	Y
	Ms. Katherine Cannata	Y (Electronic)
	Mr. Larry Carroll	Y (Electronic)
	Mr. Don Jenkins	Y (Electronic)
	Mr. Mike O'Malley (ex-officio)	Y (Electronic)
	Mr. Mitch Robinson (ex-officio)	Y (Electronic)
	President Alisa White	Y
	McCartney Andrews	Y
	Dannelle Whiteside, Vice President for Legal Affairs and Secretary to the Board	Y
Call to Order		
Discussion		
Trustee Atkins called the meeting to order at 2:30 p.m.		
Roll Call/Declaration of a Quorum		
Discussion		
Trustee Atkins was physically present. Trustee Cannata, Trustee Carroll, and Trustee Jenkins participated by teleconference. As she called the roll, Ms. Dannelle Whiteside asked those participating by teleconference if they could hear clearly and if there were other people present with them at their locations. All trustees stated they could hear clearly. Trustee Atkins was in the room with President Alisa White, Interim Provost Karen Meisch, and McCartney Johnson. Trustee Cannata, Trustee Carroll, and Trustee Jenkins stated that they were alone.		

After calling the roll, Ms. Whiteside did not detect a physical quorum present; however, a quorum existed by the inclusion of those members participating by electronic means. Ms. Whiteside stated that pursuant to Executive Order 19, enacted on March 20, 2020 and extended pursuant to Executive Order 34 enacted on May 6, 2020, this Board is able to hold its meeting by electronic means in the absence of a physical quorum with the necessity being to protect the health, safety, and welfare of Tennesseans in light of the COVID-19 outbreak.

Conclusions

Trustee Atkins moved that necessity had been established to hold this meeting in the absence of a physical quorum. The motion was seconded by Trustee Carroll. A roll call vote was taken and carried unanimously with 4 trustees voting yes.

Billy Atkins:	Yes
Katherine Cannata:	Yes
Larry Carroll:	Yes
Don Jenkins:	Yes

Yes: 4, No: 0

Action Item A - Consideration of the Estimated Budget for the 2019-2020 Fiscal Year and Proposed Budget for the 2020-2021 Fiscal Year

Discussion

Trustee Atkins recognized Mr. Mitch Robinson, Vice President for Finance and Administration, to present information regarding the Estimated Budget for fiscal year 201-2020 and the Proposed Budget for fiscal year 2020-2021. Mr. Robinson stated that the budgets were submitted to the Tennessee Board of Regents on May 11, and therefore, did not include the financial impacts caused by the COVID-19 pandemic and the 2020-20221 state appropriations and student enrollment. The Estimated budget did not include revenue decreases, such as Athletics and facility rental decreases. It also did not include expenditure increases, such as the Housing and Dining Services refunds to students. However, a portion of the CARES Act funding helped to offset these refunds.

Mr. Robinson discussed the 2020-2021 Financial Planning Taskforce, which was formed because of a possible 12% reduction in State appropriations and a potential reduction in enrollment. The taskforce is looking at ways to enhance University revenues, increase administrative efficiencies, identify expenditure investments, and reduce expenses to offset the financial impacts of COVID-19. Mr. Robinson stated that the University has already implemented travel and hiring pauses in order to mitigate the financial impacts for both the Estimated and Proposed budgets.

Conclusions

Trustee Carroll moved to approve the Estimated Budget for the 2019-2020 Fiscal Year and Proposed Budget for the 2020-2021 Fiscal Year. The motion was seconded by Trustee Cannata. A roll call vote was taken and carried unanimously with 4 trustees voting yes.

Billy Atkins:	Yes
Katherine Cannata:	Yes
Larry Carroll:	Yes
Don Jenkins:	Yes

Yes: 4, No: 0

Action Item B - Consideration of Capital Maintenance Requests for the 2021-2022 Fiscal Year

Discussion

Trustee Atkins recognized Mr. Robinson to present information regarding the capital maintenance requests for the 2021-2022 fiscal year. Mr. Robinson shared two proposed capital maintenance requests. The first request proposes to replace the roof of the Sundquist Science Complex with a metal roof, totaling \$3.2 million. The second request proposes to replace the exhaust system controls in the Sundquist Science Complex, totaling \$1.5 million. Mr. Robinson shared the proposed future deferred capital maintenance needs for the University that totals roughly \$70 million.

Conclusions

Trustee Jenkins motioned to approve the capital maintenance requests for the 2021-2022 fiscal year. The motion was seconded by Trustee Carroll. A roll call vote was taken and carried unanimously with 4 trustees voting yes.

Billy Atkins:	Yes
Katherine Cannata:	Yes
Larry Carroll:	Yes
Don Jenkins:	Yes

Yes: 4, No: 0

Information Item A - Review of the University's Organizational Chart

Discussion	
Trustee Atkins recognized Mr. Robinson to present information regarding the University's organizational chart. Mr. Robinson shared the updated University organizational chart effective July 1, 2020. Changes to the chart include the addition of new personnel, promotions, and title changes.	
Conclusions	
This was an information item and required no action	
Adjourn	
Discussion	
Trustee Atkins moved to adjourn the meeting. The motion was seconded by Trustee Carroll. The meeting adjourned at 2:46 p.m.	