



Business and Finance Committee Meeting		
3.14.2019	1:30 pm	317 College Street Clarksville, TN 37040
Meeting Type	Business and Finance Committee Meeting	
Note taker	Hannah Allen	
Attendees		Present (Y/N)
	Mr. Billy Atkins	Y
	Ms. Katherine Cannata	Y
	Mr. Larry Carroll	Y
	Mr. Don Jenkins	N
	Gen. Gary Luck	Y
	Mr. Mike O'Malley (ex-officio)	Y
	Mr. Benjamin Harmon	Y
	President Alisa White	Y
	McCartney Johnson, Interim Secretary to the Board	Y
Consideration of Non-Mandatory Fees for the 2019-2020 Academic Year		
Discussion		
<p>Trustee Atkins recognized Mr. Harmon, Associate Vice President for Finance, to present information regarding the non-mandatory fees for the 2019-2020 academic year. Mr. Harmon discussed three proposed non-mandatory fees: a new aviation training device fee, an increase to the current business course fee, and a new vehicle boot removal fee. The aviation fee is a \$70 per hour simulator fee for students enrolled in the new Aviation Science program.. The new fee is expected to generate \$28,000 in new revenue during the first year offering. The \$10 increase in the business course fee will generate approximately \$180,000 in new revenue that will be used directly for student support by hiring a new academic advisor and a new career counselor, as well as funding student travel to academic and professional conferences. The new vehicle boot removal fee has two pricing levels with the first being \$75 for an initial removal and then \$125 for additional removals within the same academic year. The expected revenue is</p>		

approximately \$10,000; however, the fee is an incentive for individuals to follow campus parking regulations; therefore, a small or no revenue would reflect the compliance with these regulations. Mr. Harmon stated that the University administration and the budget advisory task force has reviewed and supports the proposed non-mandatory fees. There was a discussion regarding the benefits of the simulator program and the simulator fee for the program and the campus.

A motion was made by Trustee Carroll to approve the Non-Mandatory Fees for the 2019-2020 Academic Year. Trustee Cannata seconded the motion.

Conclusions	
A roll-call vote was taken to approve the Non-Mandatory Fees for the 2019-2020 Academic Year and was passed unanimously with 4 trustees voting yes.	

Follow-up Items	Person	Deadline
N/A		

Consideration of Housing Rates for the 2019-2020 Academic Year

Discussion	
<p>Trustee Atkins recognized Mr. Harmon to present information regarding housing rates for the 2019-2020 academic year. Mr. Harmon stated that the double occupancy residence halls are the only proposed increases while some single room rates are proposed to decrease. The overall increase is 4.6%, generating approximately \$360,000 in revenue that will be used to cover an increase in utilities and operating costs. Mr. Harmon added that the housing occupancy remains strong and the rates are competitive among apartment rentals in the area. The University administration and the budget advisory task force has reviewed and supports the increase in housing rates.</p> <p>There was a discussion regarding the reason for decreasing single occupancy room rates.</p> <p>A motion was made by Trustee Carroll to approve the Housing Rates for the 2019-2020 Academic Year. Trustee Luck seconded the motion.</p>	

Conclusions	
A voice vote was taken to approve the Housing Rates for the 2019-2020 Academic Year and was passed unanimously with 4 trustees voting yes.	

Follow-up Items	Person	Deadline
N/A		

Review of Governor's Budget Recommendation

Discussion	
<p>Trustee Atkins recognized Mr. Harmon to present information regarding the Governor's Budget Recommendation. The governor recommended \$2,459,000 increase in state appropriations for the University. The appropriation fully funds the outcome-based formula and provides additional funds that can be used for salaries and/or operational expenditures. Mr. Harmon also discussed the capital projects recommendation from the Governor, which include the campus boiler</p>	

installation phase 1 project, the chiller and cooling tower replacement project, and the ADA compliance project. The total recommendation for capital projects is currently \$3,770,000; however, according to THEC, the amount may have been calculated in error, and will likely be revised downward.

Conclusions	
This was an information item and required no action.	

Follow-up Items	Person	Deadline
N/A		

Review of Fiscal Year 2017-2018 Financial Report

Discussion	
Trustee Atkins recognized Mr. Harmon to present information regarding the Fiscal Year 2017-2018 Financial Report. Mr. Harmon provided an overview of the University's financial report for fiscal year 2017-2018 and discussed the differences of the total assets and total liabilities from the previous year. The net position increase of \$5.1 million coupled with the net increase in total cash flow of \$3.9 million indicates the institution is living within its means and supporting operations with current year revenues. Mr. Harmon also discussed the Composite Financial Index (CFI) and the four ratios that comprise the CFI: primary reserve ratio, viability ratio, return on net assets ratio, and net operating revenues ratio.	

Conclusions	
This was an information item and required no action.	

Follow-up Items	Person	Deadline
N/A		

Adjourn

Discussion	
A motion was made by Trustee Carroll to adjourn the meeting. Trustee Luck seconded the motion. The meeting adjourned at 2:38 p.m.	