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### 2021 March 8 – University Council Agenda and Minutes

East Tennessee State University

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**AGENDA**  
**University Council**  
Monday, March 8, 2021  
Meeting Conducted Via Zoom  
8:30 a.m. – 11:00 a.m.

1. Call to Order
2. Roll Call
3. Standing Items
  - 3.1. Approve minutes of the February 8, 2021 meeting (***attachment***)
  - 3.2. Review agenda
  - 3.3. Call for Voluntary Reports of UC-Essential Action Items from Governance Organizations
4. Action Items
  - 4.1. Old Business
  - 4.2. New Business
5. Information Items/Presentations
  - 5.1. Update on Sub-Council on University Governance – Dr. Susan Epps
  - 5.2. First Amendment issues Related to Zoom/On-line Teaching– Dr. Mark Fulks
  - 5.3. Budget Update –Dr. BJ King
  - 5.4. ERP Update – Dr. Karen King
  - 5.5. Day of Giving – Ms. Pam Ritter
  - 5.6. Update on 125.2 – Dr. Mike Hoff
6. President’s Report
7. Announcements
8. Adjournment

The next meeting is scheduled for April 12, 2021

**University Council**  
**March 8, 2021**  
**Meeting conducted via Zoom**

1. Call to Order

Dr. Wilsie Bishop called the meeting to order.

2. Roll Call

Ms. Amanda Mowell called the roll. Those in attendance were: Mr. David Atkins, Ms. Bridget Baird, Dr. Wilsie Bishop, Dr. Bill Block, Dr. Myra Carew, Mr. Scott Carter, Dr. Cheri Clavier, Dr. William Duncan, Dr. Susan Epps, Ms. Joy Fulkerson, Dr. Mark Fulks, Dr. Allen Gorman, Dr. Adam Green, Mr. Stephen Hendrix, Dr. Mike Hoff, Dr. Keith Johnson, Ms. Jennifer Judy, Dr. Karin Keith, Dr. Chris Keller, Dr. B.J. King, Dr. Karen King, Ms. Candy Massey, Dr. Sam Mayhew, Dr. Brian Noland, Mr. Shivam Patel, Ms. Pamela Ritter, Mr. Jeremy Ross, Dr. Don Samples, Dr. Jana Scarborough, Dr. Joe Sherlin, Mr. Joe Smith, Dr. Jeff Snodgrass,

Those absent: Scott Carter, Jeremy Ross

3. Standing Items

3.1 Approve minutes from February 8, 2021 meeting

Dr. Jana Scarborough made a motion to approve the minutes. Dr. Don Samples seconded the minutes, which were unanimously approved as presented.

3.2 Review agenda

Dr. Bishop stated that agenda item 5.5 Update on 125.5 would move under item 6 President's Report.

3.3 Voluntary Reports of UC-Essential Action Items from Governance Organizations

Dr. Allen Gorman said the Council of Chairs distributed a save the date for an upcoming leadership workshop led by Dr. Scarborough.

Mr. Stephen Hendrix said Faculty Senate is holding the Faculty Trustee election through March 19. The winner will be announced the following Monday. Additionally, a motion is set to come to the floor in support of the men's basketball team.

Mr. Shivam Patel said SGA 2021-22 candidate applications have closed and campaigning will begin later in the month. SGA has also selected the next Student Trustee, Kara Gilliam, a Quillen College of Medicine and MPH student.

Ms. Jennifer Judy said the Graduate and Professional Student Association is focusing its attention on recruiting and increasing graduate student engagement. A subcommittee is reviewing travel-funding procedures.

Dr. William Duncan (Research Council) reported that through support from Dr. Bill

Block, an arrangement with UT Health Sciences Center is in the final stages. It will allow ETSU to join their repository of health records and genomic data and will lead to free genome sequencing as part of the collaboration.

Dr. Karen King had no report for Information Technology Council.

Dr. Bishop had no report for Academic Council.

#### 4. Action Items

##### 4.1 Old Business

##### 4.2 New Business

#### 5. Information Items/Presentations

##### 5.1 Update on Sub-Council on University Governance – Dr. Susan Epps

Dr. Epps said the Sub-Council is meeting every other week to look at the process for filling committee vacancies and looking at the current structure. The committee will seek feedback on a document that will be shared with University Council members to be followed by a formal proposal presented in April. The document includes a list of current committees that has been divided into groups. Dr. Epps said the goal is to make sure the structure and reporting make sense.

Faculty senate had a working group looking at governance organizations, but their work was not focused on the shared governance process as a whole, Dr. Epps said. The Sub-Council has found that membership terms are confusing and some committees do not have appropriate staffing. Additionally, feedback is being sought on the proposed process that a member who wants to continue to serve on a committee would apply as described in the expiring terms. Rather than the individual's term being automatically renewed, the committee would review a pool of candidates who have expressed interest in serving. Dr. Epps said sometimes it is good to have people's history as they serve for several terms, but it can also be beneficial for the committee to add members with "fresh eyes." The proposal will also include recommendations to announce vacancies in the Weekly Update email newsletter or a standalone message. A structure for vacancies during a term is also provided. The proposed timeline ensures that committee members are in place by the fall.

Additionally, the Sub-Council is looking at ways to find a "happy medium" for posting meeting materials and minutes by requesting committees to submit an annual report. All reports would look the same and Ms. Lisa Booher is creating a draft template. While committees would not be required to post meeting minutes regularly, a statement on each committee webpage would explain that minutes are available upon request from the Chair.

Dr. Epps asked for members to provide feedback on the proposal, which will help the Sub-Council shape its formal proposal to be presented at the April meeting.

Discussion ensued about the necessity to create a policy. The consensus was that a policy would likely not be necessary since the Sub-Council is within the purview of University governance.

##### 5.2 Budget Update – Dr. B.J. King

Dr. King said she has been parsing through the data since the Governor's budget was presented a month ago. The Governor's proposed budget does include salary increases in pools – the first is 2% for the current fiscal year and there are no institutional funds to provide a match; the second is another 2% for the next fiscal year. Dr. King discussed this with the Board of Trustees at the quarterly meeting of the Finance and Administration Committee and said she is unsure how it will play out because a \$2.5 million match would be required for the total 4%. She explained that we are constrained by Tennessee Higher Education Commission's guiding limits on tuition increases. For every 1% salary increase, a 1% tuition increase is required. She reiterated that the salary increase is not mandated and each institution may implement it differently. Funding for the current year will be a supplemental appropriation and some schools are looking at a one-time bonus payment, possibly in July.

Next, Dr. King discussed THEC's limit on tuition and fees, which is currently 0-2%. A program service free increase is being considered and slight increase for technology access and to fund the second year of the increase SGA requested for student events and activities that was taken off the table last year. A 1.93% tuition increase would generate \$1.8-9 million of revenue that could be used to fund wellness related initiatives through tuition rather than a service fee and to go toward funding the salary increase. Any budgets that the Board of Trustees approves in April will be contingent upon passage of the Governor's budget and THEC's approval of 0-2% tuition increase.

Dr. King has compared ETSU's tuition and fees to other schools across the state and ETSU continues to be a good buy and is very efficient with its funds. Schools across the state held tuition and fees flat last year with the exception of Tennessee Tech. The proposed increase would be \$183 for a student taking 15 credit hours. Budget hearings for colleges and academic units were held before holiday break and other units are ongoing, she added. Funds will likely not be allocated until the state budget has passed. Budgets are being set for fall 2021 enrollment being down 100 students for main campus.

ETSU has received over \$11 million in CARES Act funding – \$5.5 went directly to students as emergency grants. During the pandemic, ETSU refunded 45% of students' payments for housing and meal plans if they left and did return to campus after spring break in 2020. A second round of funding, \$5.5 million in direct emergency aid, was approved Dec. 27 and Financial Aid has plans to distribute the money this month. ETSU will also receive \$12 million in institutional funding. The best allocation and appropriate documentation is currently being considered, Dr. King said.

### 5.3 ERP Update – Dr. Karen King

Dr. King noted that work on ETSU's Enterprise Resource Planning system has been ongoing for a year and a half. The current system is old and several systems are "bolted on" to the main Banner system. The Banner contract expires in December 2022 and we will not be on a new system by then, but do anticipate a contract extension, Dr. King explained. The institution is looking for a platform that is more flexible and positively impacts the experience of our students.

Dr. King then outlined the review process thus far:

- Consultant review of all the Banner processes
- Consultation with EAB
- Review of major vendors scalable enough to handle complexity of ETSU
- Vendor demos
- Collected feedback from groups across campus
- Engaged in discussions with THEC

Dr. King brought the recommendation to the executive team that ETSU engage in an RFP for a new ERP system. A task force has been assembled – one group is working on HR, Finance and Payroll; the other is on the student side. Since the review process has been ongoing for a year and a half, new demos are being requested and the task force is working on the RFP. Dr. King will bring the final draft of the RFP to the executive team in the coming weeks for review.

A tentative timeline for implementation was requested. Dr. King responded that the timeline will begin once the RFP is out. It will take several months to move through and to get a contract in place. Next, a start date will be selected. HR and Finances would be first to transition and would take 18 to 24 months and then the student transition would take around three years. She said it is easily a five-year process so we cannot wait any longer in order for ETSU to be competitive with other schools in years to come. It is critical that the ERP is mobile-friendly, Dr. King added.

#### 5.4 Day of Giving – Ms. Pam Ritter

Ms. Ritter provided a brief update that Advancement is making great progress toward fundraising goals – \$16.8 million for the fiscal year and \$107 million of the \$120 campaign goal.

Ms. Ritter introduced Mr. Jon See, Executive Director of Annual Giving, who provided a presentation about the forthcoming Day of Giving (April 15-16), which started in 2016. Last year, Day of Giving pivoted to “Bucs Help Bucs” and over \$130,000 was raised to help students adversely impacted by the pandemic.

Day of Giving utilizes new techniques to reach new, younger donors to help them build a habit of philanthropy, Mr. See said. The target is not to raise a specific amount, however, the goal is to facilitate over 800 gifts. Lead gifts totaling around \$60,000 have been identified thus far.

Day of Giving is led by a committee of 54 individuals that includes faculty, staff, alumni, students, a retiree, as well as Officer Mitchel and Pepper. The committee provides feedback and act as advocates and liaisons to help conduct activities and encourage others to support Day of Giving.

Mr. See said an online portal collects and tracks donations. A soft launch will occur April 1, and early access to the portal for past donors will be available April 8 and will remain available through Day of Giving (9 a.m. on April 15 to 8:59 a.m. on April 16). The campaign will have a more significant presence in the local area with TV ads, radio spots planned in addition to email communication. Units are being asked to

share social media posts.

Mr. See encouraged members of UC to engage in Day of Giving by making a gift, considering a match or challenge gift, and creating and uploading a video encouraging participation.

Ms. Ritter added that Day of Giving will allow participants to allocate gifts to a wide variety of college and programs, as well as emergency relief efforts through “Bucs Help Bucs.”

#### 6. President’s Report

In his report, President Noland referenced university calendars from a year ago and the last time the University Council met in person. Throughout the last year, every aspect of the institution has been scrutinized, Dr. Noland said. And recently, it has been the focus of a great deal of public attention. He echoed that our first priority is to support students. There have been a lot of questions about the institution’s values, and Dr. Noland said our values are represented in our Equity and Inclusion Strategic Plan which notes that we are actively seeking Higher Education Excellence in Diversity (HEED) Certification. He expressed hope that moving forward we will lift our heads up and look forward as it is time for the university to inspire and to lead.

Next, Dr. Noland provided a presentation on the Committee for 125. The first Committee for 125 took place just as we had celebrated the centennial and had gone through a presidential transition. It felt important for the university to assess where it had been and determine where to move going forward, he said. The goal was to create a big vision for the university focused on strategic themes. He then provided several examples of accomplishments at the five and 10-year horizons.

Dr. Noland indicated that the landscape has changed over the last decade. The new Committee for 125 will be bottom up, just as it was previously, and new ideas will emerge from students, faculty and staff through the formal structures of task forces:

- Academics
- ETSU Health
- Student Success and Experience
- Research and Scholarship
- Equity and Inclusion
- Fiscal Sustainability

Task forces will be asked to consider how their work contributes to:

- student experience
- equity and inclusion
- culture and outreach

Dr. Noland said the university has successfully managed through the pandemic and now it is time to look up, smile and dream to determine new opportunities in front of us. By the end of the process, Dr. Noland said he is confident we can energize our community, region and bring attention to the jewel that is ETSU.

To summarize, Dr. Noland said the next chapter of Committee for 125 provides a formal structure for aspirational planning. New peer institutions will be identified and metrics and strategy will align across the planning cycle. He encouraged UC members to send names to Dr. Mike Hoff of individuals who would be interested in serving on the various task forces. The Committee for 125 will officially launch in the coming weeks. In July, there will be a retreat with the Board of Trustees and the new Provost will be engaged in these planning efforts. The goal is to have the planning process complete by Founders Day (Oct. 10) and to present the final plan to the Board of Trustees in November.

7. Announcements

8. Adjournment

The meeting adjourned at 10:11 a.m.