

**East Tennessee State University
Administrative Services Review Committee Meeting
October 15, 2014 – Meeting Summary**

Background

ETSU held a meeting of the Administrative Review Committee on October 15, 2014. The goals for this meeting were as follows:

1. Meeting Summary from last meeting (October 1)
2. Subgroup lead reports
3. Next steps

Attendees

Bert Bach, Leslie Adebonojo, James Batchelder, Scott Beck, Marsh Grube, Michael Hoff, Scott Jeffress, Mary Jordan, Kathy Kelley, B.J. King, Karen King, Hal Knight, Stefanie Murphy, Mary Ellen Musick, Margaret Pate, William Rasnick, Donald Samples, Karen Tarnoff, Vincent Thompson, Patricia Van Zandt, Greg Wilgocki, Teresa Williams, Dora Wyett
rpkGROUP: Lisa Clarke, via telephone

Discussion

The members present confirmed the October 1st Meeting Summary was an accurate description of the meeting.

Dr. Bach reported that President Noland has scheduled a retreat on November 9-10. One of the agenda items for the retreat will be a status report from the three committees working on the ETSU Strategic Budget Realignment Initiative. A major part of the agenda for the next Administrative Services Review Committee meeting (October 29) will be to assure that we have a comprehensive report of all potential recommendations being deliberated by the committee and/or respective subgroups. Dr. Bach provided a template for the subgroups to record each of the “possible areas of recommendation,” even if, in some cases, it is later determined not to be feasible. Lisa Clarke reiterated that all ideas should be captured on the matrix, even if they have not yet been vetted, or they may not be brought forward as a recommendation. This will reflect the areas that have been considered and the work the committee has done. It will be particularly helpful with the report being made at the retreat to provide the scope of the committee.

Subgroup Lead Reports

Public Service – Dr. Scott Beck

Recommendation In Regard to University School

The Public Service subcommittee of the Administrative Services Review Committee recommends that ETSU administration renegotiate the contract to operate University School with the Washington County School Board. The goal of the new contract negotiation is to make the operation of University School a “no-cost program” for ETSU within a three-year period. The subcommittee also recommends that the Director of University School and other staff at the school be directed to prioritize the maximization of enrollment at the school in order to increase efficiency in staffing. Finally, the subcommittee recommends that a joint committee consisting of ETSU and Washington County administrators undertake a planning study that will address the long-term issues with continuing University School in the present facility or in an alternate location. Dr. Beck moved to approve the recommendation. The motion was seconded and carried.

Dr. Hal Knight reported that ETSU receives state and local funding at a rate of approximately \$5,600 per student. If enrollment was at capacity, the University would receive approximately one-quarter million dollars in additional funding.

Matrix related question: Who will be the owner of this recommendation? Lisa Clarke replied that the “owner” is usually someone from senior leadership who is accountable for implementing the recommendation. The “owner” may not be known until it is in the final approval stages. Dr. Bach added that the recommendations from the three committees will go to the University Planning Committee.

Net Revenue Generators – Dr. Kathy Kelley

Flat Rate Tuition Model (Presented by James Batchelder)

- Beginning in fall 2015 charge flat-rate full-time tuition for 12-18 hours; credit hours taken above 18 would be charged at the current established per credit hour rate
- Cap tuition increases to 3% for continuously enrolled students
- Part-time and eRate students will realize no formula change
- No impact to 100% disabled students
- No impact on summer school and winter sessions
- No impact on scholarship eligibility, specifically does not impact Lottery scholarship eligibility
- Possible increase in tuition revenues for academic year 2016 net of discount: \$9,805,784
- Minimal financial impact on students

Concerns presented:

- Impact on Learning Support students recommended to take fewer than 15 hours
- Negative impact on enrollment among university populations similar to ETSU
- Recommendation should reflect that this does not impact graduate students
- This proposal may not “fit” our student population
- Availability of class slots for all full-time students to register for 15 hours
- How will our systems (Banner) manage this, i.e., rolling tuition rates, border students, Learning Support, students with disabilities, etc. Exemptions are managed manually in the Banner system.

It was agreed that the subgroup continue to perform benchmarking work on this proposal by identifying institutions that are similar to ETSU, meet with those institutions and attempt to gather information on how the identified concerns were addressed. Additional concerns or questions by the committee should be addressed to Kathy Kelley or James Batchelder.

Pilot Program Recommendation for Winter Session 2014-15 (Presented by James Batchelder)

Mr. Batchelder reported that Dr. Gordon Anderson presented this proposal to all deans. The proposal received unanimous support from every dean that responded.

ETSU run a pilot program aimed at increasing the number of course offerings for winter session 2014-15. Revenues generated by winter session courses will provide fixed dollar amounts of \$350,000 to general fund, and \$25,000 to cover the winter session operations. Revenues from winter session above \$375,000 will be divided among all participating colleges based on each college’s net revenue after covering its share of the \$375,000, and its own salaries and benefits. Increased course offerings will increase overall revenues to the university. Colleges will share, based on revenues generated, the increased revenues or losses. Mr. Batchelder moved to approve the recommendation. The motion was seconded and carried.

Thirteen- Week Summer Session 2014-15 Recommendation (Presented by James Batchelder)

ETSU revert their summer session back to the 13-week session model that it utilized prior to the summer 2014. TBR calendar changes influenced ETSU change to the 12-week session utilized in 2014. Other TBR institutions were able to maintain the previously utilized 13-week schedule in 2014. Therefore, ETSU should be able to implement a 13-week summer schedule for 2015. It is our assertion that part of the enrollment drop in the summer 2014 is attributable to the schedule change and that ETSU should revert back to a 13-week summer schedule. Mr. Batchelder moved to approve the recommendation. The motion was seconded and carried.

Academic Support Structures – Dr. Leslie Adebajo

Digital Commons (Purchase of additional software to promote recruitment of faculty and students)

Digital Commons is the software program purchased by the Library that runs ETSU's Institutional Repository. Currently, it houses minimal information – honors and masters theses and doctoral dissertations. The piece that we do not have is the "Selected Works Scholar Gallery." It is a single tool that all colleges in the University could use to highlight research and the expertise of our faculty and to highlight faculty and student success, leveraging our research accomplishments for recruitment of both faculty and students. In addition to the basic annual subscription the Library currently pays, the software would cost the University an additional \$83,000 the first year and \$92,000 the second year. This includes the software, salary and benefits required to manage the software, and office equipment. Dr. Adebajo moved to approve the plan as presented. The motion was seconded and carried. Dean Van Zandt agreed to work with Library personnel to develop a marketing plan, which may include both internal and external partnerships.

Leveraging Technology – Dr. Karen King

Cloud Services

Faculty has requested access to their mailboxes and some storage space in a cloud in order to have access to their archived emails when they are traveling. Dr. King stated that the changes must be HIPPA compliant and should be implemented at no extra cost. The recommendation is: The Office of Information Technology and the Information Technology Governance Committee explore the feasibility of a transition to cloud-based services for email archiving and document collaboration/workflow. Services that extend current campus agreements and reduce the overhead associated with implementation (e.g., Microsoft Office 365) should be emphasized in this feasibility assessment. Dr. King moved to approve the recommendation. The motion was seconded and carried.

Next Steps

For the meeting on October 29th, all subgroups should have their templates up to date and they should include the total scope their subgroup's work.