

EAST TENNESSEE STATE UNIVERSITY
BOARD OF TRUSTEES
FINANCE AND ADMINISTRATION COMMITTEE

MINUTES

November 14, 2025
Johnson City, Tennessee

The East Tennessee State University Board of Trustees' Finance and Administration Committee met on Friday, November 14, 2025, at 10:30 a.m. in the East Tennessee Room of the D.P. Culp Student Center.

I. Call to Order

Committee Chair Steve DeCarlo called the meeting to order at 10:30 a.m.

II. Roll Call

Board Secretary Dr. Adam Green conducted the roll call. The following committee members were physically present:

Chair Steve DeCarlo
Trustee Charles Allen
Trustee Melissa Steagall-Jones
Trustee Grant Summers
Trustee Aashi Vora

Other Trustees present were Janet Ayers, Wade Farmer, Dorothy Grisham, Jon Lundberg, Ron Ramsey, and Tony Treadway.

III. Approval of the Committee Minutes from September 12, 2025

The minutes from the September 12, 2025, meeting of the Finance and Administration Committee were approved as submitted. Trustee Melissa Steagall-Jones made the motion to approve, and Trustee Grant Summers seconded the motion. It passed unanimously.

IV. Action Item: Approval of FY26 October Revised Budgets

Ms. Christy Graham, Chief Financial Officer, reported that the October revised budget agenda item has changed slightly and will be discussed within the Finance and Administration Committee. A new version of the budget was handed out to committee members. Ms. Graham said the changes reflect a positive adjustment to revenues of

\$250,000 and a reduction in expenses of \$2 million. She indicated that within the October revised budget is a 2.3 percent salary adjustment, with a ceiling of \$7,500. Also built in, she said, is a \$1.5 million salary pool to address the second phase of the classification and compensation project. Ms. Graham reported that the revisions presented to the committee include an increase in the revenue budget of more than \$8 million. Total expected revenue for the main campus, she added, is \$338.6 million. The total expense budget, including transfers, is \$336.6 million.

Within the revised budget for the Quillen College of Medicine, Ms. Graham said revenues increased by \$2.9 million, while expenditures increased by \$326,000. Revenues for Family Medicine have remained flat, while expenditures have increased by \$2 million. Revenues and expenditures for the Gatton College of Pharmacy have remained relatively flat.

Trustee Allen made a motion that the FY26 revised October budget be approved as presented. Trustee Summers seconded the motion. It passed unanimously.

V. Quarterly Financial Update

Ms. Graham presented figures from the first quarter of the current fiscal year, emphasizing that this is the first such report generated through the new Voyager/Oracle system. She gave the committee several examples of how reporting within the new system differs from Banner, the previous system.

For the main campus, Ms. Graham reported that revenues are up by 5.6 percent, while expenditures are up by 3.8 percent. Revenues for the College of Medicine and Family Medicine are up by 17.4 percent, while expenditures are up by 5 percent. College of Pharmacy revenues are nearly flat, while expenditures are down by 5.6 percent.

Looking at revenues by source, Ms. Graham said the biggest change is in tuition and fees, reflecting the recent tuition increase and growth in enrollment. She said state appropriations have grown by 3.1 percent. In the expenses by natural classification category, salaries and benefits reflect 69 percent of overall expenditures year to date and have grown by 5.6 percent. Ms. Graham also provided an analysis of the university's Statement of Net Position, which shows that we are in a strong cash position, and capital assets and investments are trending in a positive direction.

VI. Annual Presentation of Tuition Transparency Report

Ms. Graham reminded the committee that by each February 1, governing boards are required to provide a report to the Office of Legislative Budget Analysis for distribution to the General Assembly indicating how revenues derived from any tuition and fee increases in the previous full academic year were spent. She indicated that ETSU's report for FY25 shows a tuition increase of 5.36 percent that resulted in just over \$5 million in increased tuition revenue. She reported that the revenue was used for the

match requirement for salary improvement, along with an additional 1 percent salary enhancement. Other uses of the revenue included scholarships and the coverage of inflationary costs. The increase of 4.8 percent in mandatory fees generated \$1.2 million, and that money went toward student activities, the post office, campus access, and the Center for Physical Activity.

VII. Quarterly Report of Agreements \$250,000 or Greater

Ms. Graham reported the following:

- A three-year contract to Huron Consulting Services, covering continued support for Oracle quarterly updates, for a total amount of \$1,509,000
- A five-year contract to WT Cox for library subscription services, for a total amount of \$2,664,484
- The annual contract to CDW Government, Inc., for the campus Microsoft 365 subscription service, in the amount of \$610,071
- An RFQ in process for Nursing SIM equipment
- An RFP in process for website design and hosting

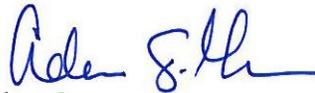
VIII. Other Business

There was no other business to come before the committee.

IX. Adjournment

The meeting was adjourned at 11:04 a.m.

Respectfully submitted,



Adam Green
Secretary of the Board of Trustees

Approved by the Board of Trustees at its February 20, 2026 meeting.