

Budget Advisory Council Budget Proposal

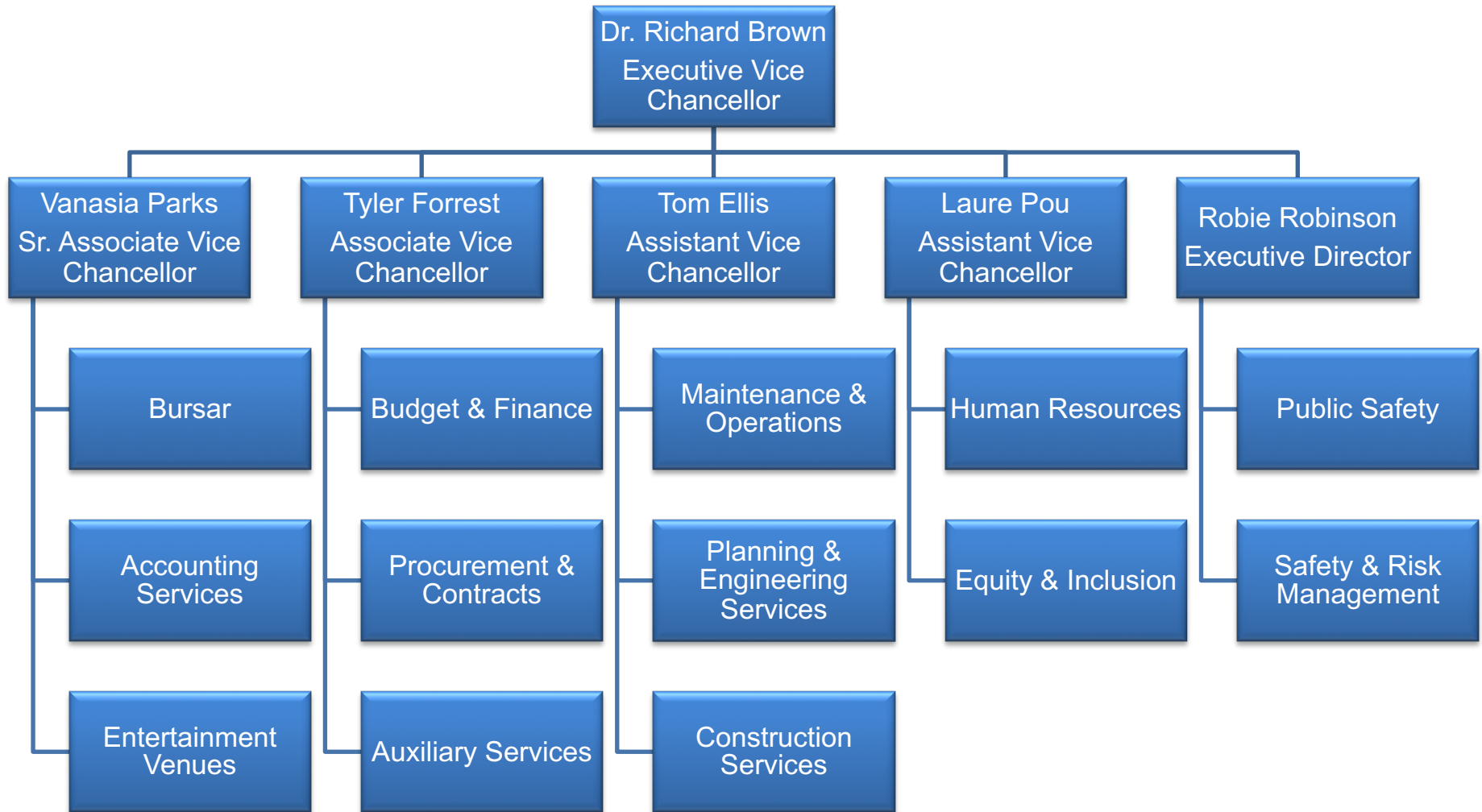


Administration & Finance

Division Overview

- The Division of Administration and Finance's mission is to deliver essential services to the entire university community and enable the university's mission of being an engaged metropolitan university to enrich the lives of those we serve by providing a safe, functional, convenient, and attractive campus; operated in a manner that is cost effective, yet quality driven while providing sound fiscal accountability.

Organizational Chart



Division Accomplishments

- Budget & Finance
 - Balanced budget and healthy financials
 - 15/4 and graduate OOS reduction approved
 - \$7.5 million food service refresh completed
 - Canon implementation; ≈\$700k savings/5 yrs.
- Business Services
 - Bursar's Office earned TN Performance Excellence Award for quality
 - Processed \$18 million in student refunds
 - New scoreboard installed at the Arena

Division Accomplishments

- Human Resources
 - HR/OEI alignment completed
 - Successful Moc Forward Conference
 - UT System compensation project underway
- Emergency Services
 - New spaces inspection process adopted
 - Hazard identification risk analysis completed
 - Continuity of operations plan implemented
 - Emergency action plan template implemented

Division Accomplishments

- Facilities
 - Campus master plans
 - Capital program over past 5 years:
 - More than \$350M in renovation and construction projects recently completed or in progress
 - Over \$148M in planning stages
 - Utilities
 - Rate of energy and water use has been reduced more than 2/3
 - Over \$4M annual cost savings and avoidance

Division Accomplishments

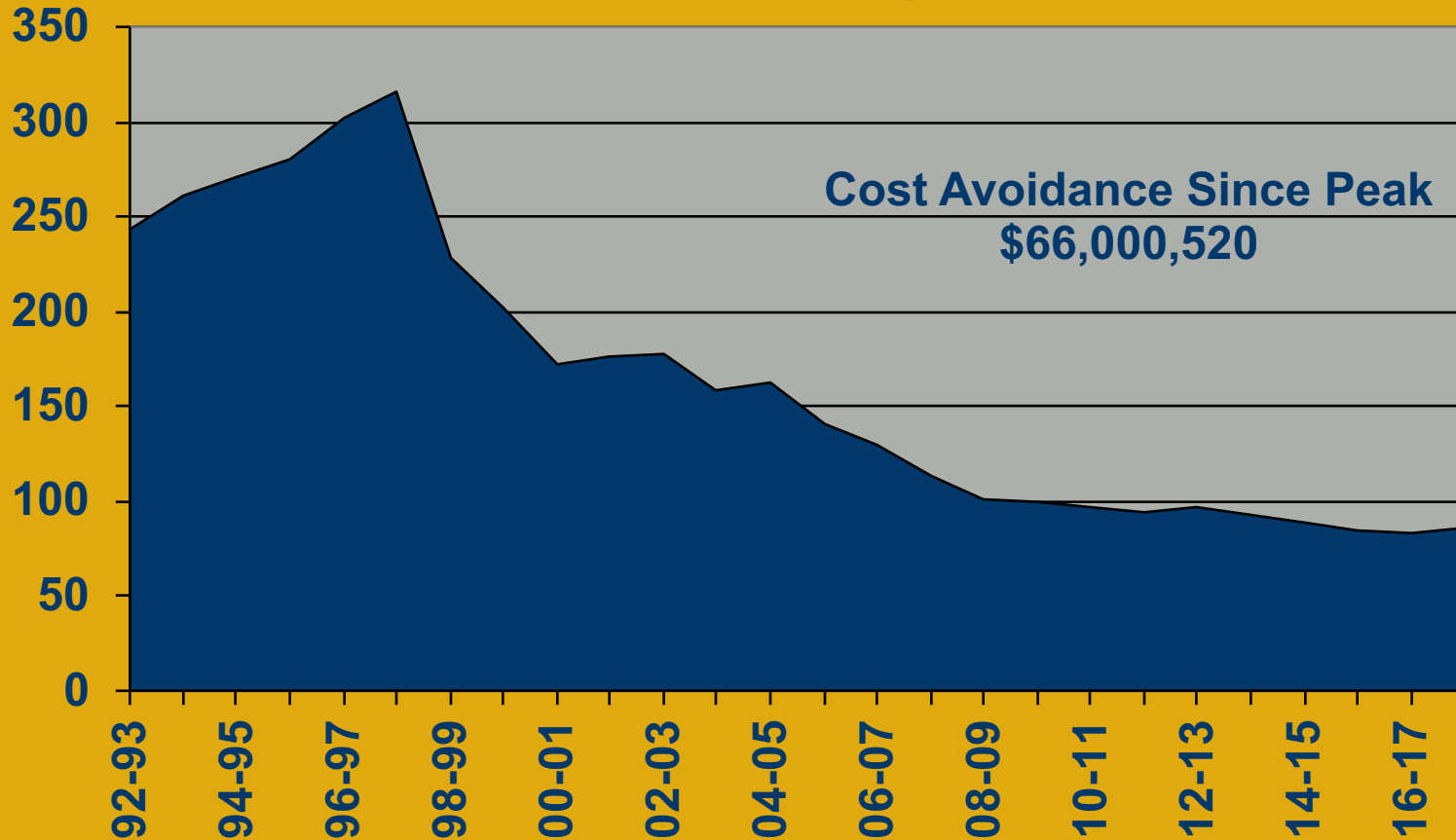
- Facilities (continued)
 - Over \$2M annually in local repair and improvement projects
 - Converting lighting to LED for existing and new installations
 - Expanded use of electric vehicles
 - External environment
 - 5th St to Heritage Plaza, Cardiac Hill and Crossroads, Chamberlain Pavilion, Chamberlain Field and UTC Library terrace

Division Accomplishments

- Facilities (continued)
 - External environment (continued)
 - Implemented new lighting, signage and exterior furnishings standards
 - All UTC utilities relocated underground
 - Tree Campus USA and Certified Urban Arboretum. Over 1000 trees planted in the last 20 years
 - Card Access and Security Video System – over 750 readers and 850 cameras

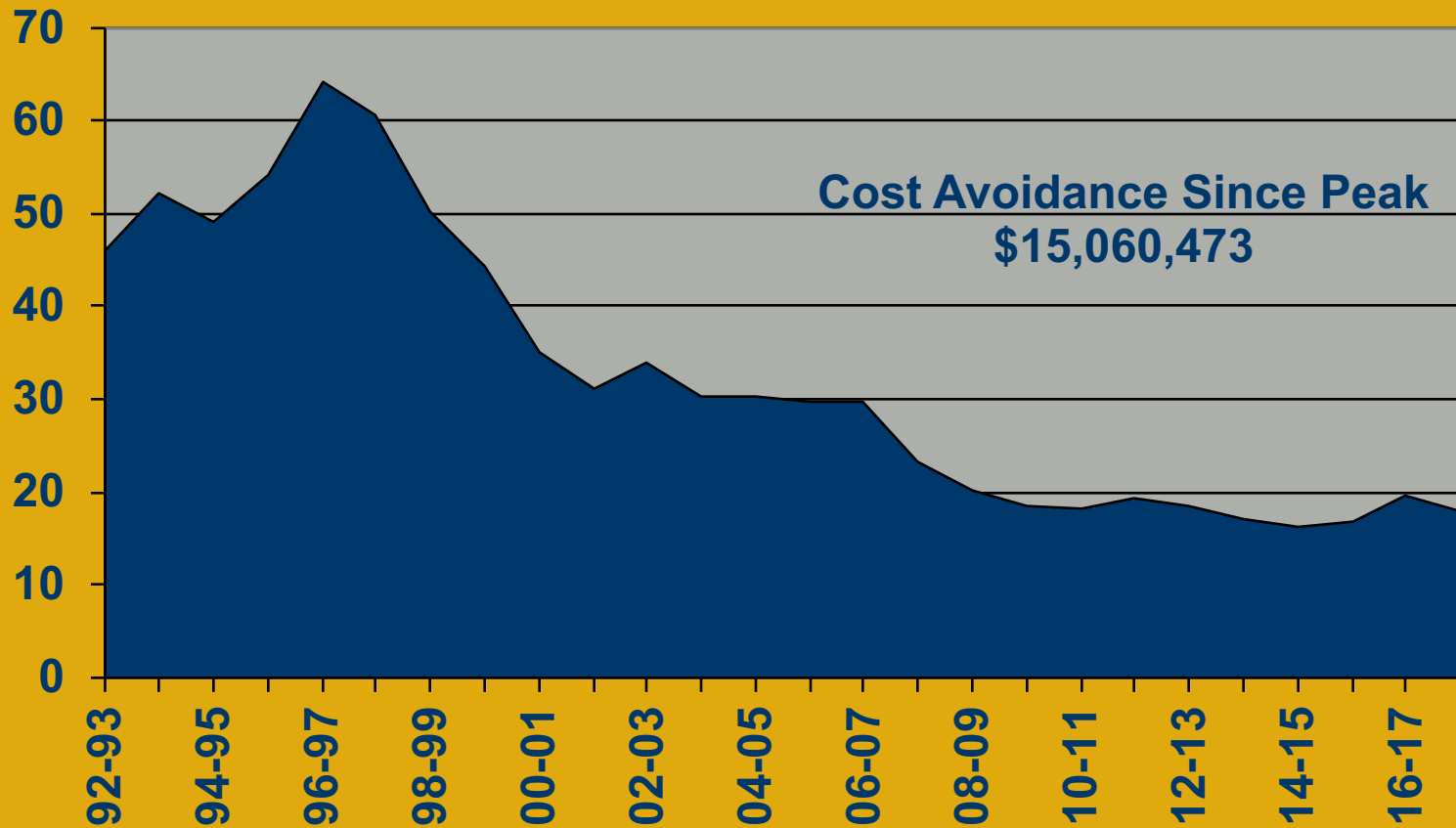
Division Accomplishments

Energy Use Per E&G GSF (MBTUs)
73% reduction from peak use

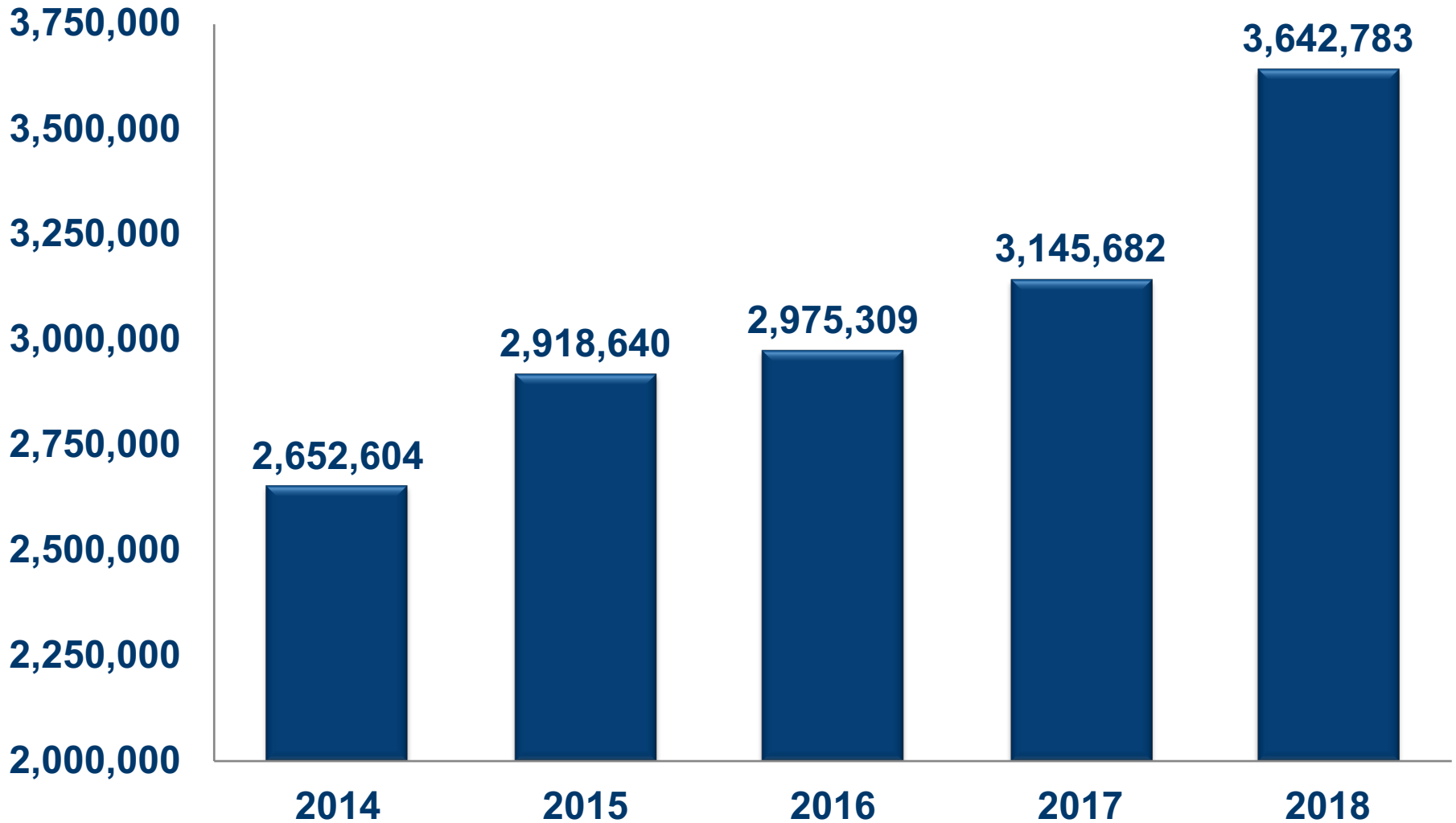


Division Accomplishments

Water Use Per E&G GSF (Gallons)
68% reduction from peak use



FY 14-18 Physical Plant Sq. Ft.



Division Diversity

Administration & Finance Diversity Profile	Total	% of Division Population
Total Staff	196	
Gender		
Males	99	50.51%
Females	97	49.49%
Males in Leadership Roles	35	17.86%
Females in Leadership Roles	23	11.73%
Ethnicity		
Hispanic/Latino	5	2.55%
Not Hispanic/Latino	191	97.45%
Racial Category		
Asian	1	0.51%
American Indian or Alaskan Native	1	0.51%
Black or African American	73	37.24%
Native Hawaiian or other Pacific Islander	1	0.51%
White	116	59.18%
Unreported Racial Categories	4	2.04%

Division Obstacles

- Succession planning
 - High retirement eligibility in certain units
- Staffing levels
 - Operating with minimal staff in certain units
- Compensation
 - Low unemployment environment creating demand for higher market wages
 - Recruitment of employees and long-term retention

FY 2018 Year End Summary

E&G Funds	Budget	Actuals
Revenue	663,954	747,752
Expenditures	23,625,124	20,396,974
Approved Carryovers*		2,606,399
Discretionary Carryovers		705,550

**98% of approved carryovers represent a Facilities surplus that is obligated for ongoing projects across the institution and a \$400,000 obligation owed to the City of Chattanooga for Storm Water Fees.*

FY 2018 Year End Summary

Fees	Budget	Actuals
Revenue	3,501,262	3,149,313
Expenditures	3,501,262	1,934,964
Surplus/(Deficit)*		2,108,829

**Surplus is obligated for ongoing capital and non-capital projects, including the Lupton renovation, new West Campus Parking garage, Engel complex upgrades, as well as, other minor projects.*

FY 2018 Year End Summary

Auxiliary - General	Budget	Actuals
Revenue	3,414,940	4,013,950
Expenditures	3,414,940	2,273,055
Transfers	-	-
Surplus/(Deficit)*		1,740,894

**Surplus is used for capital project support and other one-time expenses across campus, as well as, reserves for future parking capital maintenance and improvements.*

FY 2020 Budget Requests

Unit	Request	REC	NR
Emergency	Police Officer (2)	\$92,000	
Emergency	Operating - vehicles, equipment, software, maintenance, etc.	40,000	
Facilities	Operating - fixed costs of recurring contracts and supplies	150,000	
Facilities	Custodians (2) - maintain current cleaning levels	60,000	
Facilities	Grounds Crew (2) - maintain growth of landscaping	62,200	
HR	Talent Management Specialist	63,450	
HR	Compensation and Leave Administration Specialist		73,320
HR	Equity & Inclusion Transcriptionist (PT)		15,000
Business Ser.	Bursar Sr. Accounting Clerk - remaining funding	40,474	
Business Ser.	Bursar fee revenue	-40,474	
Budget	Financial Analyst - remaining funding	34,000	
Budget	Mail Services savings	-34,000	
Admin. & Fin.	Online/Social Media Coordinator	63,450	
Admin. & Fin.	Auxiliary Services revenue	-63,450	
Total		\$467,650	\$88,320

Total original requests = \$2,282,895; \$1,408,025 recurring and \$874,870

FY 21 & FY 22 Budget Requests

FY 2021

Unit	Request	REC	NR
Emergency	Police Officer (2)	\$93,800	
Emergency	Safety Inspector	49,350	
Facilities	Operating - maint., filters, water treatment, floor care, seasonal	325,000	
HR	Compensation and Leave Administration Specialist	73,320	
HR	Equity & Inclusion Transcriptionist (PT)		15,000
		Total \$541,470	\$15,000

FY 2022

Unit	Request	REC	NR
Emergency	Police Officer (2)	\$95,700	
Emergency	Safety Inspector	49,350	
Facilities	Operating - maintenance, exterior cleaning, seasonal, etc.	225,000	
HR	Equity & Inclusion Transcriptionist (PT)	15,000	
		Total \$385,050	\$0