



THE UNIVERSITY OF
TENNESSEE
HEALTH SCIENCE CENTER.

Campus Wide Business Managers Meeting
September 24, 2024
1:30-3:00 pm

Please use the sign-in sheet or type your full name and personnel number in the Zoom Chat for HR128 credit.

Agenda

- **Tim Barton, Chief Safety Officer**
 - Administrative Closure and Inclement Weather Policy (HR0320-H)
- **Mike Ebbs, AVC Financial Strategy**
 - DASH Update
 - Oracle Demos:
 - Travel and Invoice Expense – Keysha Fuller
 - GL – George Ninan
- **Raaj Kurapati, EVC and COO**
 - New Employee Introduction
 - Benjie Harmon, Assistant Vice Chancellor – Financial Planning and Budget
 - Financial and Capital Projects Update
- **Q&A with EVC-COO and F&A Leadership**

Administrative Closure and Inclement Weather Policy (HR0320-H)

Administrative Closure and Inclement Weather Policy (HR0320-H)

- HR Policy HR0320-H updated
- Summary of Changes
 - Suspension of On-Campus Operations:
 - Essential employees report to campus
 - Employees work remotely or participate in professional development at their supervisor's direction
 - Employee work hours reported as regular time
 - On-campus classes cancelled or switch to remote
 - Employees unable to work remotely or participate in professional development must use Annual Leave
 - Administrative Closing (unchanged)
 - Essential employees report to campus
 - Employees granted time off with pay (UAC)
 - On-campus classes cancelled or switch to remote

Communicating Expectations

- *Administrative Closing and Inclement Weather* website
- Updated policy HR0320-H accessible through website
- Supervisors must coordinate expectations with staff
 - Remote work responsibilities
 - Professional development assignments
 - Work expectations and consequences for essential employees unable to meet responsibilities
 - Reporting Regular Time vs. UAC
- UTHSC Alert Notifications
 - Inform personnel of emergencies and the status of campus operations
 - Distributed via email, text and phone in the event of close
 - Will specify either ***Suspension of On-Campus Operations*** or ***Administrative Closing***

The screenshot shows the UTHSC website header with the logo, navigation links (APPLY, GIVE), a search bar, and a menu icon. Below the header is a breadcrumb trail: Home > Campus Safety > Emergency Preparedness > Inclement Weather / Administrative Closing. A navigation menu contains links for EMERGENCY PREPAREDNESS, RESEARCH SAFETY AFFAIRS, SAFETY MANUAL, OCCUPATIONAL SAFETY, FIRE SAFETY, and ACCIDENTS/INCIDENTS. The main content area is titled "Inclement Weather / Administrative Closing" and contains the following text:

The UT Health Science Center ("UTHSC") will remain open except in the most severe weather conditions. Even when severe weather necessitates the suspension of classes and administrative activities, facilities will remain accessible to authorized personnel and essential services maintained by designated employees.

Chancellor authorization is required for an emergency weather closure of the University. However, departments must monitor severe weather and review their operations to determine whether their operations can be conducted safely. Working with the Chancellor and Executive Vice Chancellor (EVC), the Deans of specific colleges may opt to close even when the campus remains open.

If inclement weather occurs, UTHSC students, faculty and staff may stay informed about the campus' status via updates from one of the following:

- The Health Science Center Homepage;
- UTHSC Alert notifications sent via phone, text, and email; or
- Local television and radio stations.

UTHSC offices will be considered open unless the announcement specifically says all offices will be closed.

When inclement weather or other events warrant suspension either a Suspension of On-Campus Operations or an Administrative Closing, personnel will be notified by the UTHSC Alert Notification system. Personnel must adhere to **HR0320-H Administrative Closing and Inclement Weather**. Expectations are described below.

Students

Regular online classes continue to meet as usual. Face-to-face classes attempt to continue in an online modality or cancel as necessary. Program Directors, in consultation with academic deans, will finalize decisions about individual class modality adjustments. Faculty are responsible for communicating with their students about the status of their classes and are asked to be flexible with attendance. (i.e., if campus is closed, faculty must inform students if classes will continue in an online modality or be cancelled.)

Students on rotation in facilities not operated by UTHSC (e.g., Le Bonheur, Regional One Health, St. Francis, UCH, VA Hospital) must adhere to the procedures related to closings established by their college or Program Director which should be communicated at the start of the semester.

On-Campus Employees

During a **Suspension of On-Campus Operations** all services and offices remain open virtually and employees who can do so should work remotely, except for employees who work in essential service operations. When inclement weather has been predicted, employees that can work remotely are encouraged to bring their laptops home and other limited work tools as approved by their supervisors to be prepared to successfully work remotely during the weather event. Employees that do not regularly work remotely should work with their supervisors to be prepared with professional development tasks in advance of the weather event. Professional development tasks assigned by supervisors should be assigned in a manner that accommodates employee remote work environments and resources. Examples of professional development tasks can be found on the [HR website](#).

Individuals that work remotely during a suspension of on-campus operations must report the time as regular hours rather than unanticipated administrative closing (UAC). Employees that are not able to work remotely, either on routinely assigned duties or professional development tasks, will be required to take annual leave.

During an **Administrative Closing** regular employees who are scheduled to work will be granted time off with pay. The time must be reported as UAC.

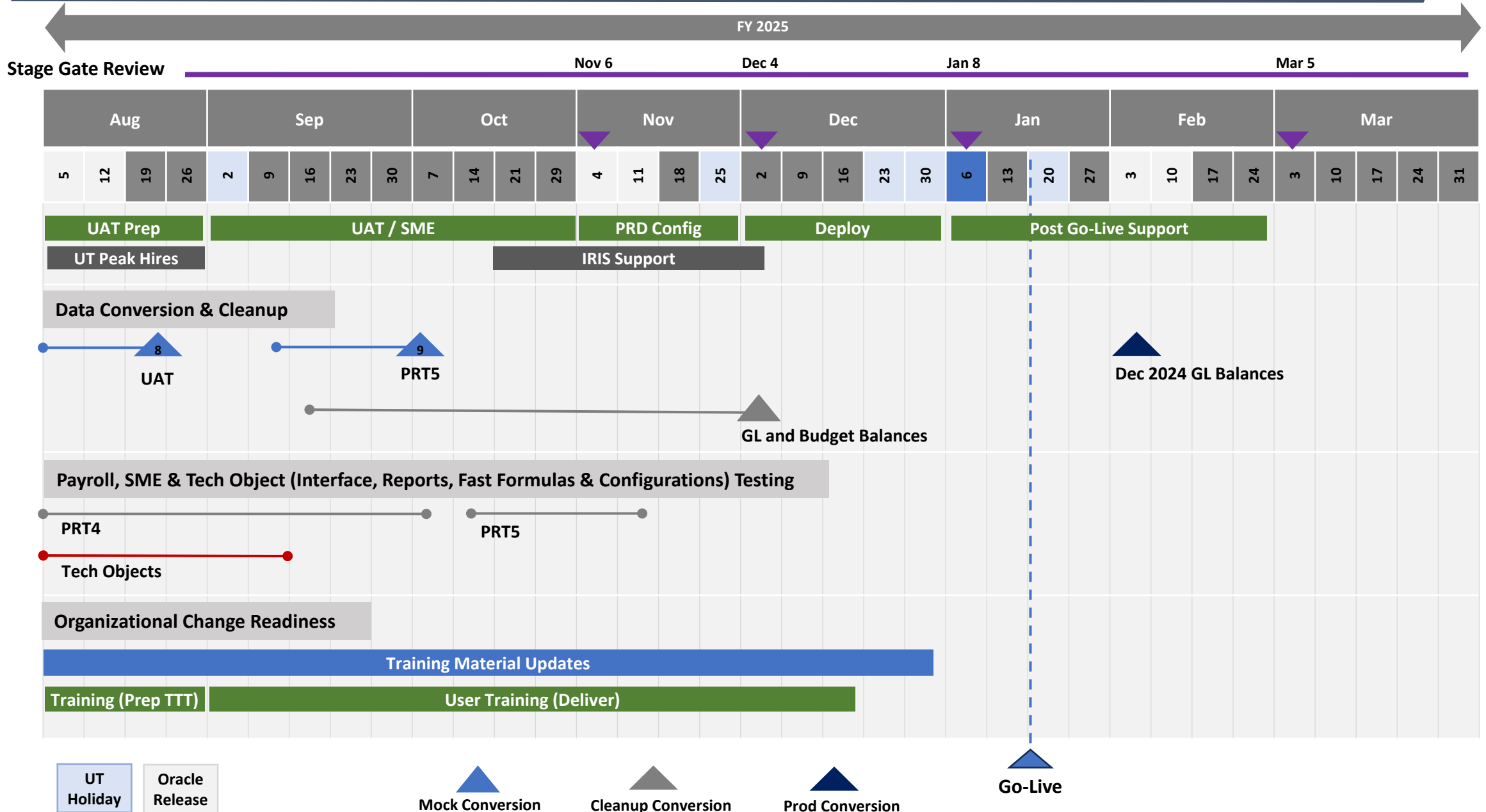
Off-Campus Employees

DASH Update and Oracle Demos

DASH UPDATE

- DASH Timeline Review
- Training
- Data Validation
- Oracle Demos

Revised Project Timeline



Training

- Train the Trainer phase completed
- Deliver training closer to go-live
- Oracle Training guides -
 - Oracle in-application learning
 - Maverick – online training content

Data Validation

- Final Chart of Account and GL conversion balance validation
 - Due Date – November 15, 2024
- Will distribute DASH COA to Colleges/VC areas to assist in validation
- IRIS transaction to view IRIS fund/WBS to DASH chart
 - ZFI_COA_XREF
 - ZFI_PPM_XREF

New Employee Introduction



Benjie Harmon

Assistant Vice Chancellor
Financial Planning and Budget

901.448.9861 | bharmon9@uthsc.edu | Hyman 215

Financial and Capital Projects Update

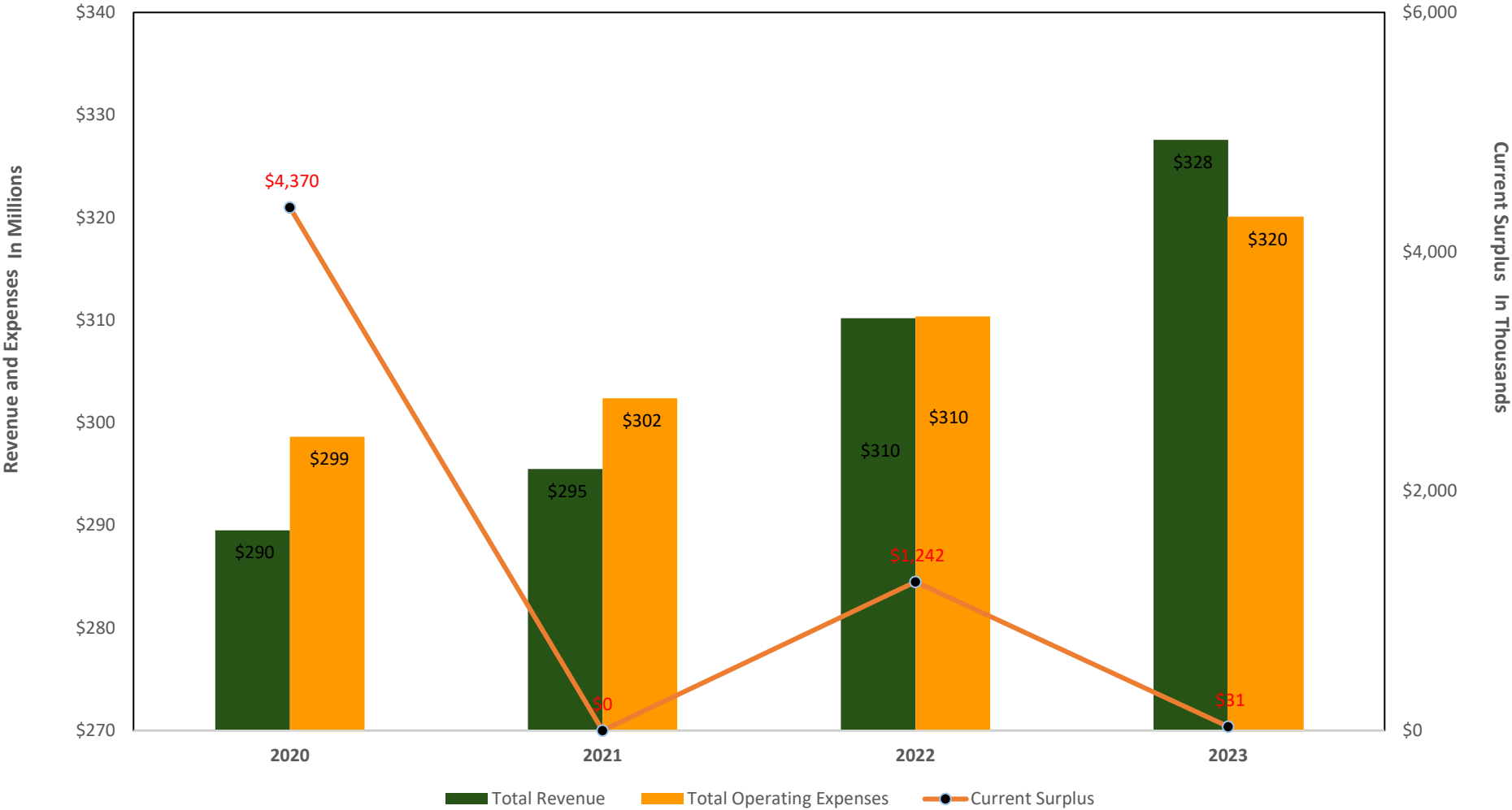
Budget/Financial Strategy - Guiding Principles

1. Build Greater Transparency Around Our Finances
2. Establish a Broadly Representative Planning and Budget Council (PBC)
3. Implement an Engaging and Collaborative Budget Process Led by the PBC
4. Address Unit Level/Central Deficits, Fully Fund Carryforward Balances and Repay Internal Liabilities
5. Balance the Budget (FY25)
6. Implement a "Hybrid" RCM Budget Model
7. Invest in Our Future
8. Build Unrestricted Fund Balances and Strategic Reserves
9. Work with THEC and F&A to establish a formula funding mechanism for operating costs

FY24 Budget Challenges

1. Estimated Base Budget Deficit - \$15.5M
2. Need to Address Unit Level/Central Deficits Contributing to the Base Budget Deficit (among others):
 - Unit Level:
 - CTN2
 - Plough Center
 - Forensic Center
 - Facilities Operations
 - Central:
 - Faculty/Staff Benefits Pool
 - Utilities
 - Repairs and Maintenance
3. Need to Fund Carryforward Balances (\$47.5M)
4. Need to Account for UT System Loan (\$8.3M)
5. Balance the Budget – Address the Budget Deficit (FY25)
6. Need to Build Fund Balances and Strategic Reserves

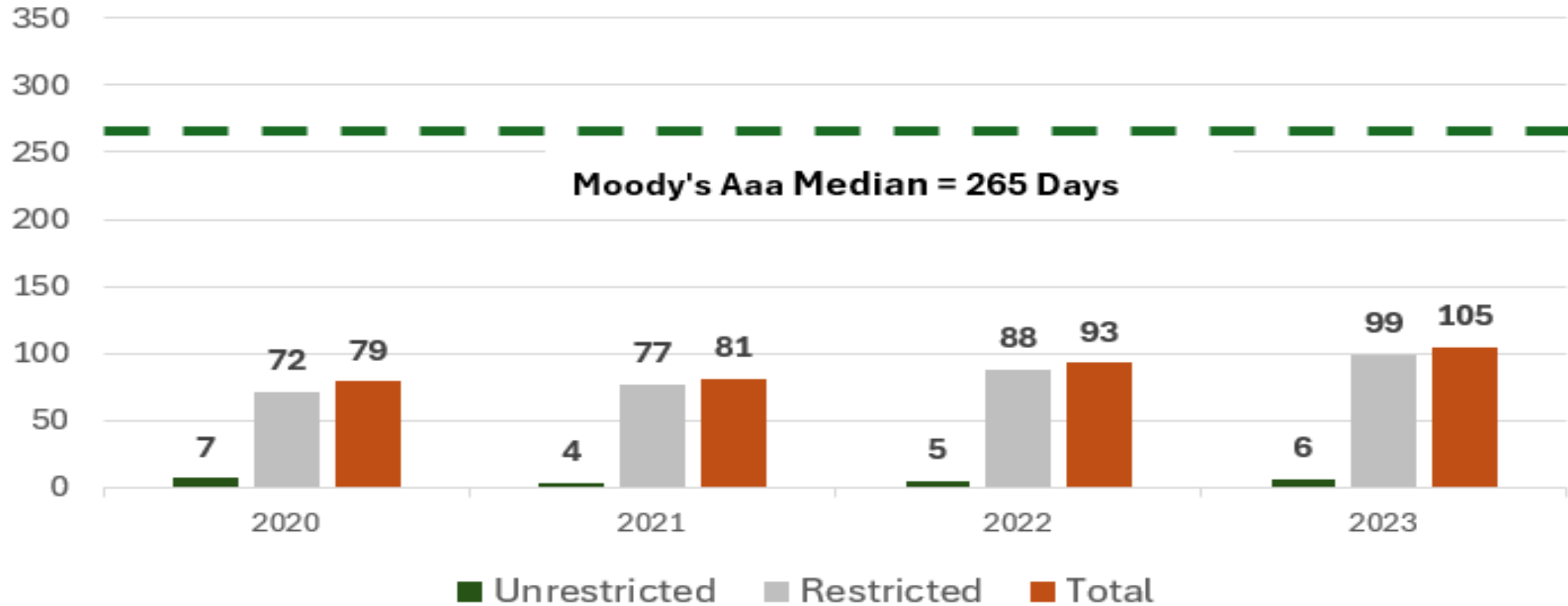
Historical Financial Performance Results – FY 2020 to FY 2023



UT Health Science Center

Days Cash on Hand - UTHSC

2020-2023

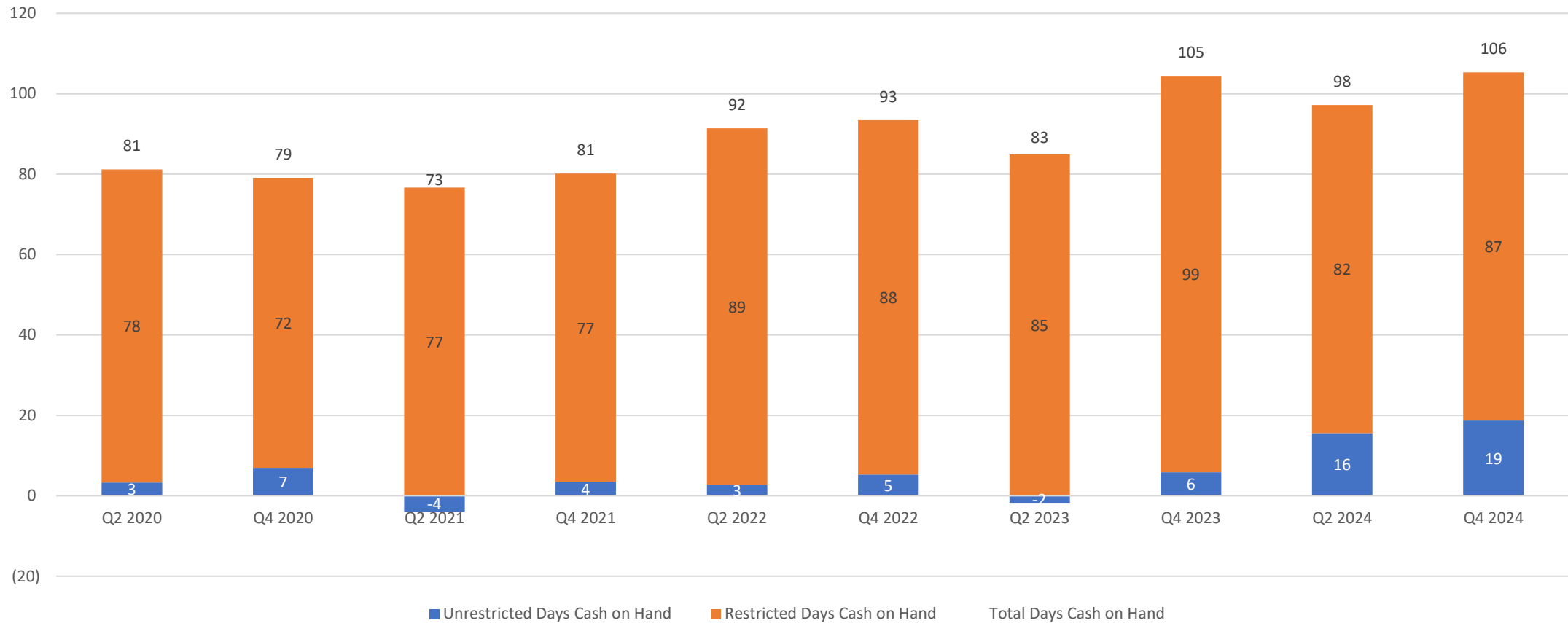


FY24 - Impact of Actions Taken and Projected Financial Results (Actuals Unaudited)



UT Health Science Center

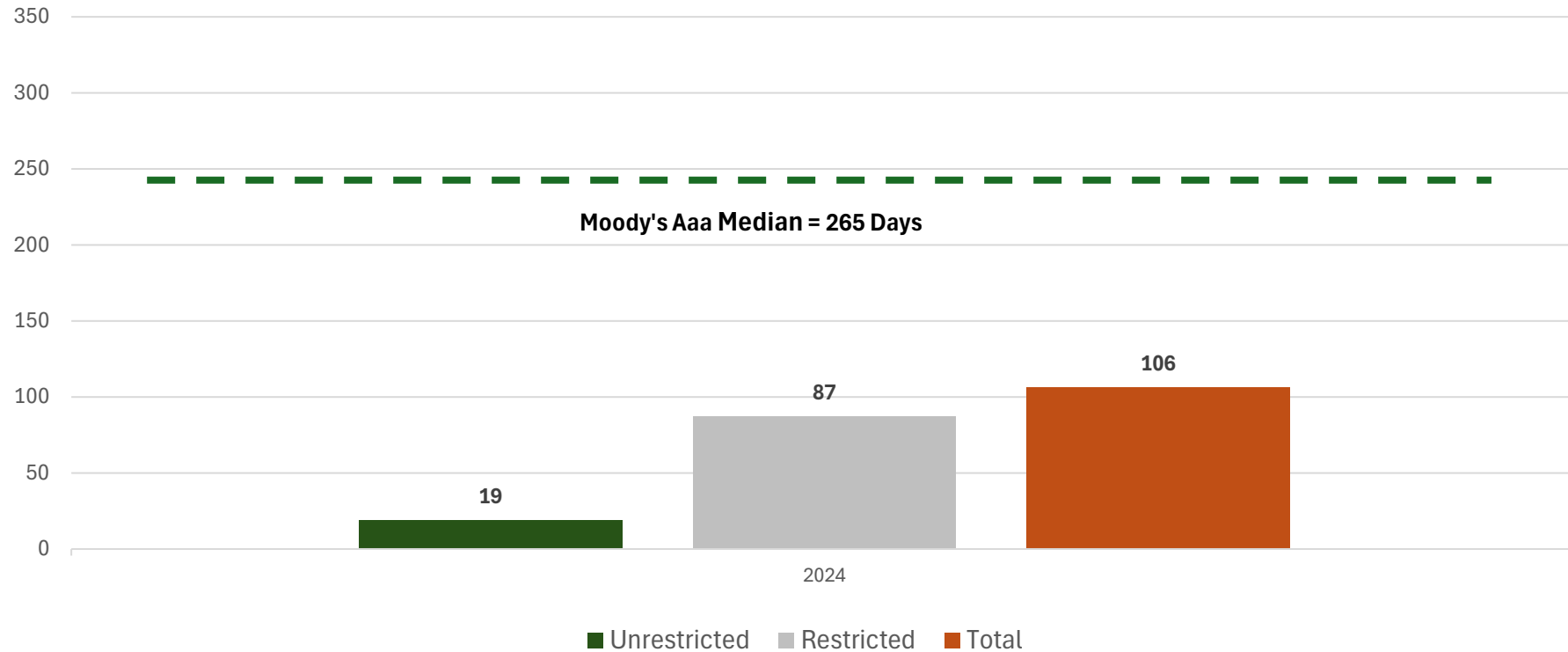
Days Cash on Hand – FY 2020 to FY 2024



UT Health Science Center

Days Cash on Hand - UTHSC

2024



UT Health Science Center Capital Projects and Improvements

Gross Anatomy Lab (General Education Building)

- **Scope:** A state-of-the-art gross anatomy teaching and dissection facility.
- **Project Status:** Designer has been selected (BRG3s, Inc). The contract is with OCP for approval.
- **Construction Cost:** \$30,260,000
- **Substantial Completion Date:** TBD

Campus Roof Replacement

- **Scope:** Replace multiple buildings' roofs, parapets, and flashing. GMP, SAC, Physical Plant, Hyman, Van Vleet, Johnson, Link, Wittenborg, and 930 Madison Plaza.
- **Project Status:** Construction in progress. GMP, SAC, and Physical Plant work is completed. Currently working on the Van Vleet and Johnson buildings.
- **Construction Cost:** \$7,640,000
- **Substantial Completion Date:** October 2024

Nash Vivarium (Basement)

- **Scope:** Renovation of Nash Basement to provide consolidated vivarium research space for the Department of Physiology.
- **Project Status:** The project is currently under review with the designer for scope and program reduction.
- **Construction Cost:** \$22,690,000
- **Substantial Completion Date:** February 2025

Nash 4th Floor Buildout

- **Scope:** This project is to build out the 4th floor of the Nash.
- **Project Status:** Walls, Door Frames/Window Frames completed. HVAC is being installed throughout the floor.
- **Construction Cost:** \$11,500,000
- **Substantial Completion Date:** February 2025

807 Jefferson Building

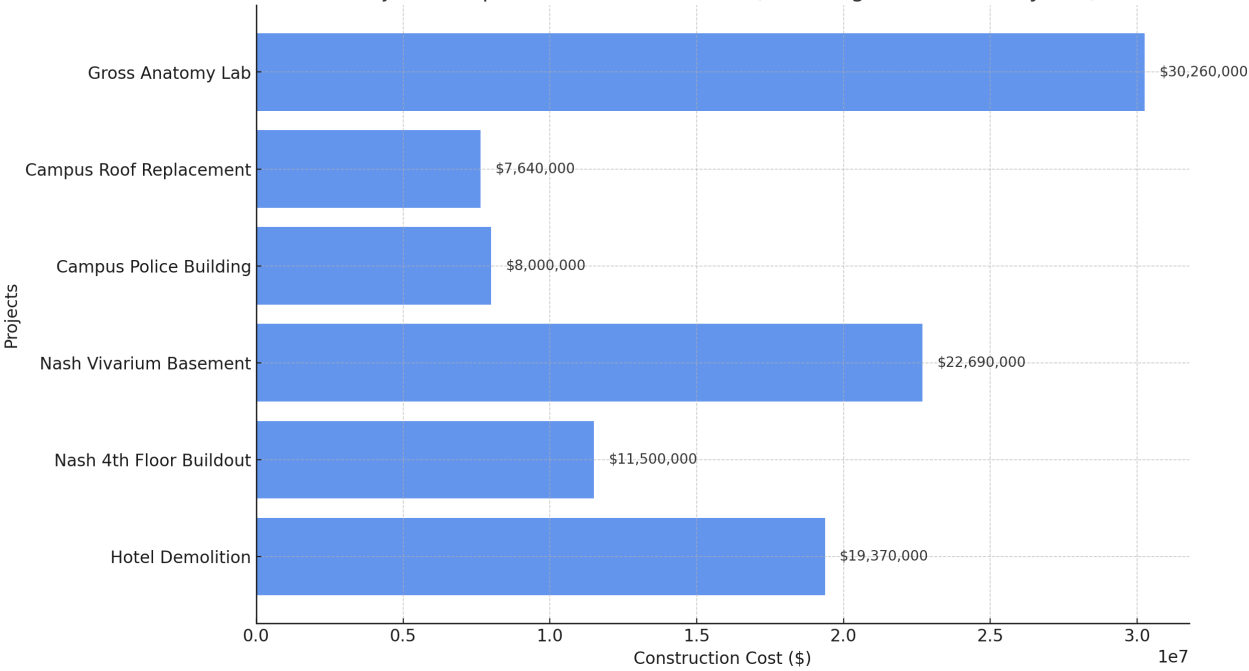
- **Scope:** Provides upgrades to correct life safety issues to meet state Fire Marshall code requirements.
- **Project Status:** Roofing in progress. Asbestos survey in progress.
- **Construction Cost:** \$8,000,000
- **Substantial Completion Date:** March 2025

Hotel Demolition (955 & 959 Buildings)

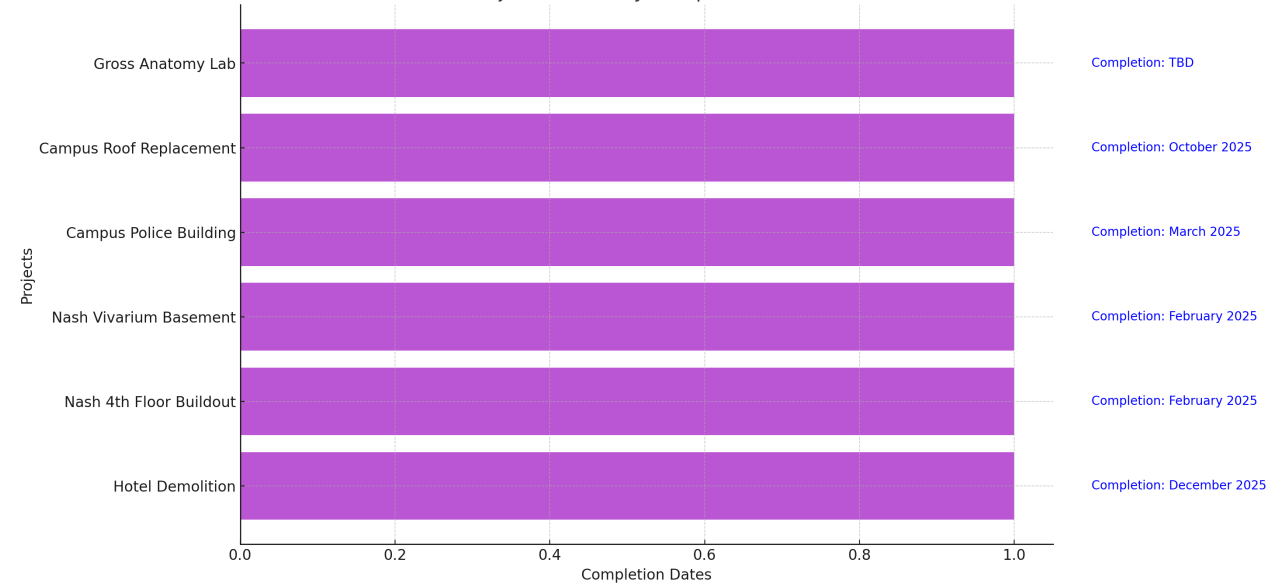
- **Scope:** Demolition of the old hotel which also includes the two adjacent buildings, 955 and 959 Madison buildings
- **Project Status:** Currently in hazmat study. Demolition activity is scheduled to commence in September 2024.
- **Construction Cost:** \$19,370,000
- **Substantial Completion Date:** December 2025

UT Health Science Center Capital Improvements

Project Completion Order and Costs (Including Gross Anatomy Lab)



Projects Sorted by Completion Dates



College of Medicine Interdisciplinary Building

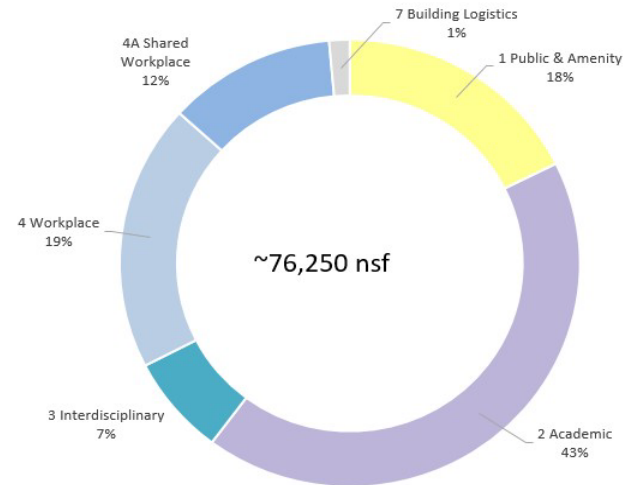
Guiding Principles Summary

- Forge an **identity** and **welcoming home** for the **College of Medicine**.
- A strong commitment to an **interdisciplinary** approach to support the **UTHSC** mission and vision.
- A place that fosters **collaboration** and enhances the vibrant **culture** between colleagues and learners.
- Establish a **state-of-the-art** facility that attracts and recruits learners, faculty/staff, and researchers.
- Design a building that **meets today's needs** while **seamlessly adapting** to the needs of the future.

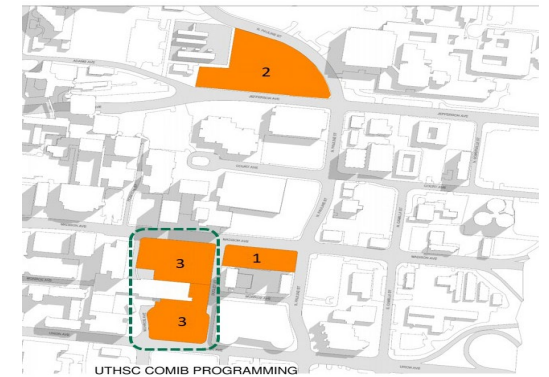
PROGRAM SUMMARY – CORE

Spaces	Proposed Total NSF
1 Public & Amenity	13,465
2 Academic	32,460
3 Interdisciplinary	5,500
4 Workplace	14,702
4A Shared Workplace	9,022
5 Clinical Research	0
6 Clinical	0
7 Building Logistics	1,100
Grand Total	76,249

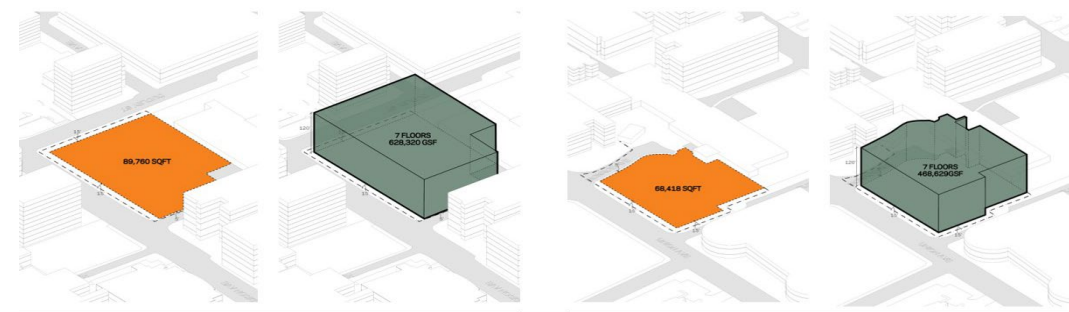
Net target ~150,000-160,000 NSF



Building Cost - Size



Buildable Area



Q&A with EVC-COO and F&A Leadership

Thank you!

