ETSU – Administrative Services Committee
Kick Off Meeting
June 3, 2014
1:30 p.m. – 4:30 p.m.
President’s Conference Room

Agenda

1. Welcome and Introductions
   Dr. Bert Bach
   15 minutes

2. Background and Review of Project Goals
   Dr. Bert Bach/
   Rick Staisloff
   15 minutes

3. Defining Success
   Rick Staisloff
   30 minutes

4. Approach and Process
   Rick Staisloff
   30 minutes

5. Break
   All
   15 minutes

6. Roles and Responsibilities
   All
   30 minutes
   a. Review proposed subgroups and charges
   b. Identify subgroup leads
   c. Committee/Subgroup Relationships

7. Review of Matrix for Data Capture
   Lisa Clarke
   20 minutes

8. Review of Milestone Dates
   Rick Staisloff
   15 minutes

9. Next Steps
   Rick Staisloff
   10 minutes

Advance Materials:

1. Guiding Questions
2. Approach Document
3. Sample Matrix for Data Capture
ETSU – Administrative Services Steering Committee

June 3, 2014
Guiding Questions

These questions are provided for participants to consider in advance of the meeting.

1. Are these the right subgroups/areas of focus?

2. How clear is the charge for each subgroup? Do you feel that the members of the subgroup will understand and support the job assigned to them?

3. What challenges do you anticipate for the work ahead? How might those challenges be addressed?

4. What resources/support will the subgroups need to ensure success?