**East Tennessee State University**

**Ad Hoc Committee on Budgeting Process**

**Wednesday, January 15, 2014**

**MINUTES**

**Review 1-6-14 Meeting:**

* Changes or additions to the 1-6 minutes should be sent to Dr. Calhoun or Katie Jeter.

**RCM Webinar**

* The College of Pharmacy will host a two-part webinar on February 3rd and 10th - “Moving to a Responsibility-Centered Budget Model”. Session I will cover “Principles of Responsibility Center Management”, with session II focusing on Considerations for Implementing Responsibility Center Management on Campus”. Katie will register and send out details of time and place.

**Review Strategic Planning Document:**

* Discussion regarding the current decision-making structure at the university. There is an authority system and planning is currently done by those who are in positions of authority. Faculty and leadership within each department should be included in the decision-making process, with goals being defined collaboratively.

**Begin “Structure” Discussion:**

* Strategic Planning and Budgeting need to be two separate processes. Strategic Planning should be done every 3 to 5 years, with adjustments as changes develop. Budgeting is a yearly process.
* Names of individuals and groups need to be assigned to the boxes in the strategic planning organizational chart.
* Communication lines will be important between colleges and leadership. There also needs to be good communication between the Deans and the President. The President’s vision needs to be communicated so all are aware of his guiding principles.
* Discussion regarding:
  + Reserves and what happens to funds if they are not used.
  + Creative revenue streams.
  + Data-driven budgeting – what are the opportunities and what are the resources?
* Strategic Planning group is currently 25 people – this group should be 12 people, with smaller groups making recommendations from planning meetings.

**Discuss Expectations for Next Meeting:**

* The next meeting will be January 21th.
* Everyone will bring their calendars to decide on a longer planning meeting.
* Previous discussion included having someone who is familiar with RCM recommendations speak to the group. All will bring suggestions of who they would like to have as a speaker.
* Linda Garceau and Gordon Anderson will write a narrative for the next meeting.

Meeting attended by: Larry Calhoun, Raven Moody, BJ King, Gordon Anderson, Mike Smith, James Batchelder, Wallace Dixon, Wendy Nehring, Randy Byington, Amal Khoury, Linda Garceau. Randy Wykoff called in to the meeting.

Minutes by: Katie Jeter