**East Tennessee State University**

**Ad Hoc Committee on Budgeting Process**

**Monday, January 26, 2015**

**MINUTES**

**Follow-up President’s Retreat:**

The presentation to the President’s Retreat Follow-up Meeting went as planned, with comments formed around transparency, communication, and the possibility of a town hall style meeting. Timing of the recommendations of the committee and implementation of the process was discussed.

**Identify Date for Town Hall:**

It was decided that February 17th would be the best date; 3:00pm was suggested. The Culp Center Auditorium will be reserved. The name of the event will be “Budget Process Informational Meeting”.

**Identify Items for Website Posting:**

There was agreement that before the informational meeting, there would be information posted on the website. There is no information currently posted, except the names of the committee members. Several articles will be posted to provide background information. Links to information will be posted, including four documents that outline the work that has been done so far. An invitation to the informational meeting will also be posted.

**Plan for Town Hall Meeting:**

Invitations for this meeting will be sent to all faculty, staff and students. Deans and department chairs will also receive a separate email with an invitation. Deans will be asked to communicate the importance of this meeting to their faculty and staff. The agenda will include 30 minutes of speaking by the members of the committee, with a PowerPoint presentation included. Question and answer time will follow.

The Agenda will include:

Welcome & Introduction – Dr. Larry Calhoun

Changing Landscape – Dr. Randy Wykoff

Process of the Committee – Dr. David Linville

RCM 101 – Elements of Responsibility Center Management – Ms. BJ King

Guiding Principles – Dr. Michael Smith

Slides from the meeting will be posted on the website after the meeting. Setup of the room was discussed. A preparation meeting will be held February 13 at 10:30 am

Meeting attended by: Larry Calhoun, Gordon Anderson, Michael Smith, BJ King, Amal Khoury, Randy Byington, Bill Duncan, David Linville, Randy Wykoff , Raven Moody, Wendy Nehring.

Minutes by: Katie Jeter