**East Tennessee State University**

**Ad Hoc Committee on Budgeting Process**

**Monday, January 6, 2014**

**MINUTES**

**Review 12-20-13 Meeting:**

* Changes or additions to the 12-20 minutes should be sent to Dr. Calhoun or Katie Jeter.

**Discuss Strategic Planning Process:**

* Dr. Garceau sent organizational chart handouts for review and will write a narrative to accompany the charts. She used Mind Map software, with the notes and flip chart bullets from the last meeting.
* Each strategic planning cycle should start with a mission and vision statement. The mission statement states where we are now, the vision statement states where we will be in five or ten years. Our process should take us from mission to vision and close the gap between the two.
* Discussion of organizational chart:
  + Review of boxes included:
    - Collegiality – should engage all
    - Authority and accountability – should be aligned properly
    - Transparency – how are decisions being made? Include criteria
    - Realism in identification of initiatives and establishment of priorities
  + Annual planning activities should include:
    - Annual reporting process to evaluate progress to goals
    - Allocation of resources/budget
    - Evaluation of progress/measures of success
    - Revisiting of annual goals/response to new opportunities
  + Identification of:
    - Strengths
    - Weaknesses
    - Opportunities
    - Threats
  + Identification of Goals:
    - Proposal of action by college, departments and other entities
    - Evaluation of proposed action on the basis of predefined criteria
  + End of Cycle:
    - Other achievements
    - Identification of Continuing goals
  + Preplanning activities:
    - Development of preliminary findings
    - Evaluation of process
    - Review of strategic planning committee/charge
  + Measures of success in planning process
    - Adherence to values
* Discussion regarding whether the charge includes cost/benefit analysis of programs

**Plan Agenda/Goals for Next Meeting:**

* The next level will be to answer the questions:
  + Who completes the tasks in each box of the organizational chart?
  + What do Deans need to make the structure work?
* Everyone will email their top 3 – 5 items that they want the group to examine.
* Katie will email the Roles and Responsibilities document from the Staisloff Report to the group for review.
* Key Performance Indicators were discussed, whether they are necessary for this process.

**Review Meeting Schedule:**

* The next meeting will be January 15th.

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

Minutes by: Katie Jeter