**East Tennessee State University**

**Ad Hoc Committee on Budgeting Process**

**Friday, November 15, 2013**

**MINUTES**

**Charge:**

Dr. Noland discussed the objectives of this committee:

* One of the ETSU 125 Committee results was that the budget process should be examined. Consultant recommendations need to be considered and our own process for budgeting needs to be developed. One recommendation was to change the strategic planning process and decentralize the budgeting process. Deans currently have limited control over their budgets.
* College of Pharmacy has a budgeting model that will be examined. Each year Dr. Calhoun and department heads look at what items they would like to be added to the budget – faculty positions, equipment, etc. Then the goal has to be met by tuition or revenue. Targets are determined and if they are met the expenditures are realized. All are held accountable for key objectives and outcomes.
* Each individual on this committee has been recognized as an innovative leader and were chosen for their organizational qualities. There is no pre-conceived outcome, budget process and structure. The charge is to build a process for distribution.
* Questions and discussion regarding:
  + What are the untouchables? Tenure? Competitiveness?

There are certain items that are untouchable; ETSU is under governing board of TBR. Many schools have moved to different structures and have not changed tenure. We will not move away from tenure track faculty. Competition – we need to do what will benefit the University not the departments. We have priced ourselves out of the market and place more of our revenue in discounts and scholarships than most other schools.

* + In the current form, the University Strategic Planning committee plans for goals and there seems to be a disconnect between this committee and the department budgeting process..
  + Alternative tuition solutions were discussed, i.e. if you stay in the state and become a taxpayer you don’t pay tuition – or no tuition if you pay a percentage of your income for a certain number of years. Out of state tuition is a large part of revenue.
* The core of the geographic region of the University varies by programmatic area. East Tennessee is primarily a 6 county area. We have the opportunity to expand our area. There is a market in Knoxville that we have not touched.

**Discussion of Charge/Deliverables:**

* Dr. Calhoun stated that College of Pharmacy’s model cannot be overlaid on the budget of the university.
* Everyone was asked to make suggestions about:
  + Who should come and present data?
  + What are for the goals of this committee?
* BJ King was asked to give a presentation at the next meeting to look at what the process is now.
* Questions were raised whether this committee was duplicating the process of the Strategic Planning Committee. Dr. Calhoun will ask if one of the members could attend their meetings.
* Discussion about development of the College of Pharmacy budget; whether the leadership is involved in the process and how the Strategic Plan is mapped to the Pro Forma.

**Discussion of Meeting Schedule:**

* Decided to have one more meeting before the holidays, maybe two. Most of the work will be done in January, with completion by late February. Monday mornings at 8:30 are preferred by most. Meetings will take place in the College of Pharmacy conference room. Dr. Calhoun will send out possible dates via email.

Meeting attended by: Larry Calhoun, David Linville, Raven Moody, BJ King, Gordon Anderson, Mike Smith, James Batchelder, Wallace Dixon, Bill Duncan, Amal Khoury, Randy Wykoff, Wendy Nehring

Minutes by: Katie Jeter