**East Tennessee State University**

**Ad Hoc Committee on Budgeting Process**

**Friday, December 20, 2013**

**MINUTES**

**Review 12-16-13 Meeting:**

* Question was asked regarding clarification of the Charge. In reviewing the current process, it does not seem to fit in the budgeting architecture.
* Discussion regarding the articles that were distributed via email by the committee members and how they relate to the mission of the committee.

**Discuss Strategic Planning Structure/Process:**

* It was decided that the end result of this process should include a document with changes in the organizational chart. There should be a narrative document that explains the changes.
* The current strategic plan categories are the same as TBR strategic plan. It was designed to meet the goals that TBR has for the university rather than reflect the goals of the university itself.
* The committee would like to ask Dr. Noland whether the strategic planning process should also be changed. In order to proceed, they would like to know if this should be added to the charge. Dr. Calhoun will communicate with Dr. Noland over the holidays.
* Budget structure discussion:
  + Needs to be linked at the college level.
  + Will be cyclical, starting at the university level and looping down to departments and back up again.
  + Needs interdisciplinary communication and vision.
  + Needs measurable outcomes for programs, with a timeline for success.
  + Will have power and accountability at the same level.
  + Will provide overarching vision.
  + Needs to be data driven.
  + Will be based on realism, with regular review and evaluation.
* The strategic plan should provide the following:
  + Identify priorities that all can understand
  + Define where dollars are distributed
  + Define what are essential/non-essential services
  + Use benchmarking as a tool.

**Review Meeting Schedule:**

* Dr. Garceau will compile a budget structure list and send out to everyone before the next meeting.
* Jan 6 meeting, the list will be reviewed and organizational charts will be discussed.
* Jan 21st meeting may be rescheduled.

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, Randy Byington, Linda Garceau

Minutes by: Katie Jeter