**East Tennessee State University**

**Ad Hoc Committee on Budgeting Process**

**Friday, February 13, 2015**

**MINUTES**

**Review Presentation for February 17:**

* Presentation for the February 17 meeting was reviewed. Wording and content changes were made and formatting suggestions made.

**Discuss February 17 Event:**

* Recording the event was discussed. It was decided that it would not be recorded.
* Stage set-up was coordinated. Laptop will be used for presentation, with hand-held remote for advancing the slides. Committee will sit in the front row, with each presenter taking the podium for their portion of the presentation.
* Question and answer session was discussed, speakers identified.

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