**East Tennessee State University**

**Ad Hoc Committee on Budgeting Process**

**Tuesday, June 30, 2015**

**MINUTES**

**Discussion of President’s Meeting:**

* The impressions of the meeting were discussed. Feedback was positive regarding the ability to invite representatives from other institutions to meet with our group and aid in the process.
* Dr. Noland asked the committee to attend a University Council meeting, possibly in August, to present the final report.
* Dr. Noland requested the group visit other institutions in the southeast that have changed their budgeting process to meet with individual departments to get feedback.
* The group was asked to respond whether they would like to continue on the next Budgeting Committee. Dr. Calhoun will send the list to Dr. Noland.

**Review of Three Revised Documents:**

* Executive Summary Document:
	+ Wording was discussed in regard to the detail of the document, as the process moves on to other committees. Decision was made to keep the original wording.
	+ It was suggested that the term “RCM” should be replaced with other wording, as the final process may not be strictly RCM. “New budget model” was discussed.
* Recommendations Document:
	+ Several wording changes were made, with corrections in grammar and formatting.
* Strategic Planning and Budgeting Document:
	+ Several small changes were made.
* Notebooks will be updated with new cover and spine, replacing the documents. They will be sent to the committee.

**Discussion of Next Steps:**

* The final report will be written and sent to the committee.
* Dr. Calhoun will notify the committee when the presentation to the University Council has been scheduled.
* One more meeting will be scheduled to prepare for the presentation.

Meeting attended by: Larry Calhoun, Randy Byington, David Linville, Randy Wykoff , James Batchelder, Raven Moody, BJ King.

Minutes by: Katie Jeter