

East Tennessee State University

Administration Review Committee Meeting

June 11, 2014

Background

ETSU held a meeting of the administrative program review committee on June 11, 2014. The goals for this meeting were as follows:

1. Select Leads for the subgroups
2. Review and confirm proposed milestone dates
3. Develop next steps for the process

Attendees

Dr. Bach, Scott Beck, Marshall Grube, Mary Jordan, B.J. King, Hal Knight, Sally Lee, Stefanie Murphy, Margaret Pate, William Rasnick, Donald Samples, Vincent Thompson, Teresa Williams, Dora Wyatt
Rick Staisloff and Lisa Clarke (rpkGroup) via phone

Discussion

Selection of Subgroup Leads

Dr. Bach facilitated the discussion and selection process for the subgroup leads. The leads selected for each group are as follows:

Facilities:	Greg Wilgocki
Administrative Structures:	Patricia VanZandt
Leveraging Technology:	Ernest Salley
Public Service:	Scott Beck
Student Support Structures:	B.J. King
Net Revenue Generators:	Kathy Kelley
Duplication of Effort:	Scott Jeffries

Vendors and Contracts:	Barbi Ly-Worley
Academic Support Structures	To be confirmed

Subgroup Membership

An email was previously sent to faculty and staff inviting volunteers to participate in the subgroups. Committee members were also asked to submit their own recommendations for subgroup membership. The committee agreed that students could engage as resources to the subgroups but not as members of the subgroups. The committee also agreed that an individual could only participate on one subgroup. Ms. Wyatt will summarize the list of volunteers by subgroup and will submit to the committee for review prior to the next meeting on June 25, 2014.

Subsequent to the June 11th committee meeting, rpkGROUP suggested that the committee select and submit their top 5 candidates for membership for each subgroup to Ms. Wyatt to facilitate the member selection process at the June 25th meeting. Leads were asked to submit their Top 5 candidates for membership for their subgroup. Ms. Wyatt will distribute a sorted volunteer list to the committee that ranks them in order of the number of votes received.

Rick Staisloff reviewed the proposed milestone dates below with the committee, which were confirmed during the meeting.

Milestone Dates

- | | |
|----------------------------------------------------|------------------------|
| • Campus invitation for subgroup members | June 5 th |
| • Determine subgroup leads | June 11 th |
| • Determine subgroup members | By June 30 |
| • Website launch | By June 30 |
| • Subgroups start meeting | Week of July 7 |
| • Subgroups identify initiatives for investigation | August 1 st |
| • 1 st Town Hall meeting | September 2014 |
| • Subgroups complete due diligence | October 2014 |
| • Preliminary subgroup recommendations | November 2014 |
| • Preliminary committee recommendations | December 2014 |
| • Recommendations included in FY 16 budget | April 2015 |

Next Steps

The following next steps in the process were outlined by the committee:

1. Selection of subgroup members at the June 25th meeting
2. Schedule kick-off meeting for subgroup leads
3. Subgroups set meeting schedule and begin convening by week of July 7th
4. Creation of a bi weekly meeting schedule for committee