

**ETSU – Administrative Services Committee
Kick Off Meeting
June 3, 2014
1:30 p.m. – 4:30 p.m.
President's Conference Room**

Agenda

1. Welcome and Introductions	Dr. Bert Bach	15 minutes
2. Background and Review of Project Goals	Dr. Bert Bach/ Rick Staisloff	15 minutes
3. Defining Success	Rick Staisloff	30 minutes
4. Approach and Process	Rick Staisloff	30 minutes
5. Break	All	15 minutes
6. Roles and Responsibilities	All	30 minutes
a. Review proposed subgroups and charges		
b. Identify subgroup leads		
c. Committee/Subgroup Relationships		
7. Review of Matrix for Data Capture	Lisa Clarke	20 minutes
8. Review of Milestone Dates	Rick Staisloff	15 minutes
9. Next Steps	Rick Staisloff	10 minutes

Advance Materials:

1. Guiding Questions
2. Approach Document
3. Sample Matrix for Data Capture

ETSU – Administrative Services Steering Committee

June 3, 2014

Guiding Questions

These questions are provided for participants to consider in advance of the meeting.

1. Are these the right subgroups/areas of focus?
2. How clear is the charge for each subgroup? Do you feel that the members of the subgroup will understand and support the job assigned to them?
3. What challenges do you anticipate for the work ahead? How might those challenges be addressed?
4. What resources/support will the subgroups need to ensure success?