East Tennessee State University

Budget Redesign Committee Meeting

August 10, 2016 – 1:00 p.m.

Administration Conference Room

Attendees: Wallace Dixon, Mike Smith, Gordon Anderson, Margaret Pate, David Collins, Larry Calhoun, Kimberly Hale, Katherine Weiss, & Mira Gerard

Absentees: James Batchelder, Dennis Depew, Joe Sherlin, Wendy Nehring, Randy Byington & Randolph Wykoff

**Agenda item 1: Develop budget report elements**

Structure of the report to President Noland

* Executive Summary
* History of the initiative
* Lessons learned from other institutions
* Recommendations
* Base to Base Decentralized Budget Model concept
* Cultural changes necessary in a decentralized budget model
* Guiding principles
* Key features (elements) of a decentralized model
* Governance model recommendations
* Operational elements
* Role of the “Technical Committee”
* Recommended timeline for implementation
* Role of the Budget Redesign Committee moving forward
* Roll out (communication) plan for the University

**Agenda item 2: Identify the process for completing the 1st draft**

* Executive Summary will be written at a later meeting.
* History of the initiative will be drafted by Larry Calhoun.
* Lessons learned from other institutions will be drafted by Gordon Anderson and Mike Smith.
* Three Elements of the Recommendations will be summarized by Katherine Weiss.
1. Transparency
2. Decentralized Authority
3. Responsibility
* Key features of a decentralized model and the guiding principles will be drafted by the Sub-Committee (Batchelder, Anderson, Pate, Collins).

**Agenda item 3: Timeline for completion**

* A report will be submitted to President Noland by 9/28/16.

*Note Taker: Carrie Guy, Office Manager for the Vice President for Finance and Administration at ETSU*