**East Tennessee State University**

**Ad Hoc Committee on Budgeting Process**

**Monday, January 21, 2014**

**MINUTES**

**Review 1-15-14 Meeting:**

* Changes or additions to the 1-15 minutes should be sent to Dr. Calhoun or Katie Jeter.

**Discuss Participation in Webinar**

* Calendars were checked and all will try to attend all or part of the presentation. It will be held at the College of Pharmacy in the Dean’s Conference Room, #210 on Feb 3 and 10 at 1pm.

**Identify Individuals to be Invited by “Skype” to Address the Committee:**

* Dr. Nehring suggested Marian Brume, Dean of Nursing at Indiana University. Dr. Nehring will contact her to see if she will be available for a call on Feb. 6th.
* There was a previous suggestion by Dr. Dixon, but he was not in attendance. He will be contacted for his input.

**Dr. Garceau/Dr. Anderson to Lead Discussion Related to Identification of Our Recommended “Process”:**

* Dr. Garceau and Dr. Anderson met and created two organizational charts, one to map the strategic plan, the other for the yearly budgeting process.
  + Suggested members of the strategic planning committee: President, Director of Strategic Planning, Vice Presidents, and representatives of COC, SGA, faculty senate and staff senate.
  + Committee will identify five to eight priorities for the next five years.
  + Using input from Deans and departments, the committee will define the strategic plan. Once set, the plan will not change until the time of the next review. Flexibility will be considered, if external changes force internal shifts.
  + Planning committee will have the ability to choose the initiatives that will be most likely to succeed and given a budget to complete their task. These will have key performance indicators to ensure the initiative is on track and producing results.
  + Review of current expenditures will need to be made, with possible cuts to existing programs. Consequences must be considered before eliminating programs, as they may have an impact on other programs.
  + Director of Strategic Planning should be a full-time position, to oversee the process.
  + Discussion regarding program cuts, with regard to personnel.
  + Budget process will be tied to specific strategic initiatives.
  + Discussion regarding the distribution of funds and allowing departments to shift funds if they make cuts. They would be allowed to use the resources for other higher priority programs.
  + Departments will be reviewed with regard to cost according to how many graduates are produced.
  + Moving staff or changing their function could produce higher productivity. Departments can be benchmarked to look at costs and staffing. Cost reduction options will need to be investigated.
* Dr. Garceau and Dr. Anderson will work on a narrative to accompany the charts.

**Calendar Planning Moving Forward:**

* The next meeting is Monday, January 27th. Discussion regarding future meetings, whether an all-day retreat would be better than several short meetings. Thursday, February 6th was scheduled for an all-day retreat at the College of Pharmacy.

Meeting attended by: Larry Calhoun, BJ King, Gordon Anderson, Mike Smith, James Batchelder, Wendy Nehring, Randy Byington, Amal Khoury, Bill Duncan, David Linville, Linda Garceau, Randy Wykoff

Minutes by: Katie Jeter