

## **East Tennessee State University**

### **Administrative Review Committee Meeting**

#### **August 6, 2014 – Meeting Summary**

Rickard Staisloff introduced Ashley Branca, new rpkGroup associate, based in Seattle, WA (via telephone).

#### **Background**

ETSU held a meeting of the Administrative Review Committee on August 6, 2014. The goals for this meeting were as follows:

1. Meeting Summary from last meeting (July 9)
2. Report by Subgroup Leads of current preliminary areas of focus captured on the tracking matrix
3. Expanding the net beyond the current preliminary areas of focus
4. Next steps

#### **Attendees**

Bert Bach, Leslie Adebonojo, Scott Beck, Mary Jordan, B.J. King, Karen King, Sally Lee, Stefanie Murphy, Margaret Pate, William Rasnick, Karen Tarnoff, Vincent Thompson, Patricia Van Zandt, Teresa Williams, Kathy Kelley, Scott Jeffress, Greg Wilgocki, Barbi Ly-Worley, Michael Hoff, Mary Ellen Musick, Kelly Foster, Dora Wyett

Rick Staisloff and Ashley Branca (rpkGROUP) via telephone

#### **Discussion**

The members present confirmed that the July 9<sup>th</sup> Meeting Summary was an accurate description of the meeting.

The nine Subgroup Leads presented status reports of the preliminary areas of focus captured to date. After the meeting, copies of the reports were provided to Dr. Bach and forwarded to Richard Staisloff.

The Leads concurred that the focus areas captured could be grouped into one of the following three categories:

1. An area of review that envisions an action that could reasonably be projected to result in specific budgetary reductions or cost avoidance,

2. An area of review that envisions an action that could reasonably be projected to generate revenue exceeding the costs that would be incurred by pursuing the action, or
3. An area of review that envisions an action that—while its implementation would not directly be projected to achieve results referenced in #1 or 2 (above)—would alleviate a reasonable *pain point* experienced by ETSU faculty or staff and, in that light, should be considered because of our institutional values.

During the presentations it became evident that there was some overlap or duplication of areas captured by the subgroups. Dr. Bach asked the leads to organize their focus areas into one of the three categories listed above. Areas of duplication will be identified and a determination will be made as to which subgroup will address the areas.

Dr. Kelly Foster, Director, Applied Social Research Laboratory (ASRL), reviewed services provided by ASRL in collecting high quality solid data, i.e., broad climate-type surveys, town hall meetings, focus groups, interviews, etc. In addition, she agreed to work with each subgroup to assist them in the collection of data.

Challenges:

1. Freely addressing concerns without repercussion, or the fear of repercussion.
2. Avoiding the question, “Does this really matter?”
3. Avoiding the perception that this is another process where nothing gets done.

### **Next Steps**

The following next steps in the process were outlined:

1. rpkGROUP to provide sample surveys for the committee members to review.
2. Subgroup Leads will group preliminary areas of focus into one of the three categories identified.
3. Explore ways to “expand the net” beyond current preliminary areas of focus.

Submitted by  
Dora Wyett in Lisa Clarke’s absence