

East Tennessee State University

Administrative Review Committee Meeting

July 9, 2014

Background

ETSU held a meeting of the administrative program review committee on July 9, 2014. The goals for this meeting were as follows:

1. Meeting Summary from last meeting (June 25)
2. Confirm composition and acceptance to serve for each subgroup
3. Response from Intercollegiate Athletics - Re: Committee interest in its representation on appropriate Subgroups: Nominations
4. Discuss, address questions, and reach committee consensus on expectations for consistency in approach and process for subgroups
 - a. Clarification of the scope and parameters of charge for each subgroup
 - b. Consideration of a large kick-off meeting for committee, leads, and members to review group charges and optimal milestone dates
 - c. Reminder: Operative Success Statement for Administrative Review Committee
 - d. Discussion of Tracking Matrix and expectations for its use by each subgroup
5. Next steps

Attendees

Dr. Bach, Scott Beck, Mary Jordan, B.J. King, Sally Lee, Stefanie Murphy, Margaret Pate, William Rasnick, Karen Tarnoff, Vincent Thompson, Patricia Van Zandt, Teresa Williams, Kathy Kelley, Ernest Salley, Scott Jeffries, Greg Wilgocki, Barbi Ly-Worley, Michael Hoff, Mary Ellen Musick, Dora Wyett
Rick Staisloff and Lisa Clarke (rpkGROUP) via phone

Discussion

Dr. Bach facilitated the discussion by asking for comments on last meeting's summary. There were no changes. Ms. Wyett confirmed that all members invited have accepted, with the exception of one who is currently on vacation.

At the previous meeting, the committee suggested more subgroup member representation by Intercollegiate Athletics. Nominations were made and approved as follows:

- CFO – Mac Hart will be a member of the Facilities subgroup
- Chief Compliance Officer – Robbie Davis will be a member of the Net Revenue Generators subgroup

Dr. Bach and Rick Staisloff reviewed the scope, parameters and approach for the subgroups and answered related questions for committee members. rpkGROUP will provide examples of best practices and additional resources to committee members. Ms. Wyett will send the PowerPoint presentation from the first meeting to the committee.

Dr. Bach led a discussion regarding the need for a kick-off meeting to include committee and subgroup members. Committee members determined that scheduling would be difficult and preferred to start meeting with their groups immediately. The consensus was to not have a larger kick-off meeting.

Dr. Bach reminded the committee of the Operative Success Statement as a reference. He also indicated that Dr. Noland would be issuing a letter to the campus regarding the efforts of the Administrative Review Committee and the launch of the related website to provide additional information and FAQs.

Lisa Clarke reviewed the components and expectations of the tracking matrix. She will build out the tracking matrix for each subgroup along with the suggested addition of gross revenue, related expense and calculation of net revenue. The updated tracking matrix will be sent to the committee.

Next Steps

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

1. rpkGROUP to provide examples of best practice and additional resource materials.
2. Power point presentation from the first site visit to be distributed to the full committee.
3. rpkGROUP will update the matrix for each subgroup, including the addition of gross revenue, expense and net revenue categories.
4. Next meeting is scheduled for August 6th at 1pm
 - a. Leads will report preliminary areas of focus captured on the tracking matrix
5. Subgroups to set meeting schedule and begin convening
 - a. Leads to determine if they want to utilize surveys or focus groups to gather information and ideas for opportunities. If so, they should determine what questions to ask and what the expected results will yield. Surveys and focus groups will be coordinated for all groups for consistency.
 - b. rpkGROUP will be available to provide guidance and assistance with the matrix, addressing any issues or questions and working with subgroups as needed. Lisa Clarke will be the primary contact. She can be reached at lclarke@rpkgroup.com or 410.913.8169.
6. Vincent Thompson will set up shared folders for the committee and subgroups to access and share files.