Minutes of the Meeting of the Cost Savings Committee

July 11, 2013

The Cost Savings Committee met in the GBB Building, the EBR room on the third floor, starting at 10:00 am on Thursday, July 11, 2013, led by Stephen Kalm and Ron Premuroso, Co-Chairs.

The agenda was passed out by Ron Premuroso, along with a copy of the minutes from the first Group meeting on June 12, 2013.

The members of the Cost Savings Committee whom were unable to attend the first meeting of the Group on June 12, 2013 introduced themselves to the rest of the Group, and the other members introduced themselves briefly to these first-time attendees.

Each of the 5 Subgroups then presented an update to the Committee of what they had done since the June 12, 2013 meeting and their plans for the next two weeks until the next meeting of the Group on Wednesday, July 24.

For Subgroup 3, Outsourcing Services Potential, a list of potential areas for outsourcing consideration on campus was distributed by the Subgroup chair, Ron Premuroso, as well as a list of Universities this Subgroup will be contacting over the next few weeks for information related to services they outsource, experiences in this area (positive and negative), etc. It was suggested to expand the number of Universities beyond the Universities contained on the list, which were mainly regionally and Big Sky-based Universities.

Next was Subgroup 5, which present a rough draft of a proposed survey to send out to University employees ranging from staff to faculty. A discussion ensued about some of the questions contained on the survey, and Stephen Kalm, the Subgroup chair, asked for me recommendations to be sent to him by email about suggestions of how the survey draft could be improved.

Next came an update from Diane Flamand, head of Subgroup 1 which is focusing on redundancies, duplication, centralization vs. decentralization, and Diane described a number of efforts and focuses in the Registrar's office, among other things, that would streamline her work and the work of her staff, and help the University improve its retention efforts , including software called Degreeworks. The Committee members discussed how cost savings efforts could help lead to long overdue investments in certain areas, for example software like Degreeworks, which may not immediately reduce the University's cost but could streamline and improve the efficiency of operations while at the same time helping in student retention efforts, motivating students to seek additional degrees or certificates while at the UM, etc.

Next came Michelle Jensen, the leader of Subgroup 4 focused on helping us to summarize University cost information into generic information especially for the general fund. She showed us a summary of the University expenses over the past 3 fiscal years (2011, 2012, and 2013 ended June 30), including

highlighting some expense areas and categories for the Committee to focus upon. The Committee asked Michelle to post her large data files in the Cost Savings Group Moodle shell as soon as possible for review by the Committee members.

Last but not least came Subgroup 2, the Best Practices Cost Savings Group, headed by Ian Robbins. Ian presented to us a variety of best practice information, focused on centralizing Procurement activities starting with fundamental items like IT software, etc., and the reduction of the number of vendors we use for various University buying activities, all resulting in potential cost savings to the University, both in the short and the long-run. Some of the savings projected by Ian can be almost immediate, and with the right amount of planning, large amounts can be realized during FY 2015 ended June 30, 2015. One Excel sheet in particular prepared by Ian and his Group is being prepared, showing the potential savings in a large number of categories in this area. Plus, Ian has posted a large number of best practice articles for his Subgroup's work in the Cost Savings Dropbox (soon to be in Moodle).

The meeting ended with Ron Premuroso telling the Group that a Moodle page will be setup and organized for the Group as soon as possible so that every Group member will not only be able to post their own files directly into Moodle but every Group member will have access to every other Group member's files and related information for review and comment.

The meeting was adjourned at 12:15pm.