

Minutes of the Meeting of the Cost Savings Committee

July 24, 2013

The Cost Savings Committee met in the GBB Building, the EBR room on the third floor, starting at 10:00 am on Wednesday, July 24, 2013, led by Stephen Kalm and Ron Premuroso, Co-Chairs.

The agenda was emailed by Ron Premuroso to the Committee members on Monday, July 24- a copy of the agenda is also posted on the Cost Savings Committee Moodle 2 site.

Committee members attending the meeting is also posted in the Committee Meeting Attendance Log in Moodle.

Ron explained to the Committee members in attendance that the Committee Moodle 2 site will now be used as a centralized location to post all of the Committee's working files and documents related to the Committee's work, and the former Dropbox which was used to compile the Committee's work will be discontinued. Also, Ron pointed out the Cost Savings Examples Submitted to the Committee portion of the Moodle site, which everyone should be using to document any and all cost savings ideas which they or their subcommittees come up with at any time during the summer.

Each of the 5 Subgroups then presented an update to the Committee of what they had done since the July 11, 2013 meeting and their plans for the next two weeks until the next meeting of the Cost Savings Group on Wednesday, August 14.

For Subgroup 3, Outsourcing Services Potential, Ron Premuroso explained the recent results of his interviews with key personnel and management from Dining Services, Career Services, and Resident Halls to discuss costs, potential cost savings ideas, potential revenue enhancement ideas (which he passed on the Revenue Enhancement Committee already) and the pros and cons of outsourcing parts or all of these types of operations, as well as feedback from them on the idea of centralized procurement n campus. Each of the interviewed area welcomes the idea of cost savings especially if it can positively affect both the operating efficiency and the operating results of their operations in the short and long-run.

Next was Subgroup 5, which is working on refining a draft of the details and inner workings of the Employee Survey for the next Committee meeting for feedback by the other Committee members.

Next came an update from Brian French (replacing, starting this meeting, Diane Flamand as Chair of Subgroup 1), head of Subgroup 1 which is focusing on redundancies, duplication, centralization vs. decentralization, and Brian listed for us a variety of areas for consideration in the area of redundancies, duplication, etc. which the Committee asked him to add to the central Cost Savings Examples Submitted to the Committee Excel spreadsheet in Moodle capturing all of the Committee's cost savings ideas and suggestions.

Next was Michelle Jensen, the leader of Subgroup 4 focused on helping us to summarize University cost information into generic information especially for the general fund. Michelle showed us a group of files she has compiled the cost information for over the last three years and posted on Moodle for the Committee's review. Michelle's subgroup will now start compiling a list of potential areas to be looked at, after reviewing these 3-year costs summaries she has posted in Moodle, for cost savings considerations. She will also update this information for the final budget numbers for 2013-2014 so we can see the impact of cost reductions made by the University earlier in 2013 on the various costs and expenses in the 3-year trend analyses, so we can see the impact of those cost reductions in the analyses.

Subgroup 2, the Best Practices Cost Savings Group, headed by Ian Robbins, is going to now transfer their cost savings thoughts and suggestions to the central Excel worksheet in Moodle over the next two weeks. A question was raised as to how much of the estimated cost savings from a centralized procurement concept for the University would benefit the General Fund and how much would benefit the professional schools. A discussion ensued, with many Committee members voicing their opinions. It was also discussed how important it is for the University to embrace the changes that are required to be more efficient, expense-wise, in the future, as well as how important it will be to take into consideration strategic vendor relationships if the University moves to a centralized procurement approach.

The meeting ended with the Committee deciding to invite Matt Riley, the CIO, to attend our next Committee meeting so we could solicit his thoughts and opinions on the key concepts and ideas our Committee is considering as a result of our meetings the last few weeks.

The meeting was adjourned at 12:00pm.