Business Affairs Subcommittee of the
Council on University Planning and Budget
February 27, 2014
10:00 a.m. - 12:00 noon
Student Services Bldg. (SSB) Room 3057 (Conference Room)

Submitted by: Dave Emmerich

Attending: Cynthia Nichols, Pam Naragon, Melissa Gordon, David Emmerich(minutes), Tim Zimmer(arrive at 10:30), Pat Early(arrive at 10:45)

- Discussion on meeting plans moving forward
  - Everyone bring calendars/availability to meeting on March 7
  - Look for blocks of possibly ½ day between March 7 and March 21
- Discussion about tables provided by Dr Weber
  - CN – a lot of data, but looks like a lot of reserves that could help phase in whatever we do
  - DE – concerns about looking at just the numbers and not taking into account service duplication and losing the focus of program analysis individually in departments
- PN – Noted difficulty in looking at expenses and revenue due to the yearly shifts in budgets for "parking" money
- DE – thoughts on ideas to add to our brainstorming list/big ideas and reviewing program analysis
  - CN – met with Alumni(steve rich)
    - Possible efficiency improvement for annual fund
      - People entering data for alumni, business office, athletics, …. Could be some duplication of effort that could be streamlined
      - One group entering only…might be better to reduce errors
      - Share staffing more or free up others to work on other projects
    - Who decides what goes into material for marketing?
      - Could improve focus of resources
    - Tracking alumni and using them as feeders for enrollment
    - Maybe expand more outreach to alumni
      - Would help relate to recruitment and retention, but also fundraising
        - …seems like that is what our competitors are doing
    - Trademark and licensing
      - Different areas with different logos/images inefficiently
        - Doesn't show common marketing and trademarking
    - DE – comment about a lot of "just in time" ideas where they want marketing and other materials
  - CN – discussed some other things she's heard about technology services on campus
    - DE – would need to do a "review of technology services" on campus

- o TZ – consolidating BSW or other trades job would have no impact on number of personnel because all of the jobs are needed per square foot
  - Supervisors and foremen are already at max recommended per staff
- o PE – reviewed HR and had some thoughts
  - For the most part, there is not much that could be done to save costs
  - Could see some efficiency in improved workflow and automation
  - Noted an IT position there
- o DE – discussed Purchasing
  - A lot of PCards and PCard purchases
    - Could we save anywhere here?
    - Should we have pcard limits and number of cards reviewed?
      - o MG - Might we actually save if we increase limits due to time and effort for a PO
    - PN – thinks there is a monetary benefit to using PCard…
      - o DE – will ask Kay
  - DE – one thing floated by Kay was reviewing the yearly maintenance agreements and asking questions
    - Some areas are renewing maintenance agreements that may not need to be
    - TZ – some areas and vendors don't know there is an IPHEC contract so we're charged list price
      - o Some local/small business do not bid on IPHEC because it requires servicing the entire state
  - PE – sounds like there might be some benefits to purchasing department if they had more help.
- o CN – brought up information about technology and security
  - Different VP's have different systems
  - DE – is this covered in Security Master Plan?
  - CN – VP SA has a safety plan he coordinates, but feels the different safety/security plans aren't always meshed
  - DE – BA Program Analysis Opportunities include a security dept … this might be where this is resolved
  - CN – currently there are separate plans under review…so maybe