

**Business Affairs Subcommittee of the
Council on University Planning and Budget
March 28, 2014
8:30 a.m. - 12:00 noon
Lumpkin Hall, Room 4015**

Submitted by: Dave Emmerich

Pam Naragon, Pat Early, Tim Zimmer, Kathlene Shank, David Emmerich(notes) Melissa Gordon, Kathy Reed(guest), Laurie Neese(guest), Chris Childress(guest)

- PN – follow-up from Energy Center conversation
 - Reviewed costs, 37% was appropriated, 63% was non-appropriated
 - Appears there are some departments that are charged indirect costs
 - CC – also noted that when looking at expenses and revenue, charges to department are based off usage but could be offset from year-to-year
 - KS – talked with Bill Weber about energy center and the fact that it isn't paying off as expected
 - Honeywell is having pressure put on them to find out why they aren't hitting the targets(Energy Usage Index, or EUI) and also looking into wood chip gasification issues
 - Also, don't have EPA operating permit yet
 - TZ – noted we are currently doing everything correct, but since wood chips produce waste, when we take a part offline, our "cleanliness" is reduced
 - KS – discussion with Dr Weber asked if we get the REC issues figured out, we would find savings, right?
 - Responded that the expectation was already planned in the budget
 - However, Honeywell has a guarantee that we'll meet the goals, and if not they have to pay us back
 - TZ – noted that they are already preparing status documents for Honeywell to look at and if they cannot meet the goals they will be in breach of contract and would have the opportunity to work with different vendor
 - PN – noted that we have the same company reviewing our process for efficiency and being used for maintenance, might be conflict of interest
- MG – discussion moved to ITS
 - Looked at expenditures, and really saw no red flags
 - Overall large expenses are personnel
 - When discussing with Kathy, brought up consideration of consolidation of services
 - Noted about CATS, ITS, Media Services, and other technology staff
 - KS – well, do we have any duplication of services that we could at least put something in recommendation

- KR – there are some between CATS, ITS, and other pockets around campus that might find savings
 - PN – some of the examples are the specializations needed in all of the areas around campus which over time may have contributed to all of the expansion in areas
 - Additional discussion about different structures and personnel locations and costs for technology around campus
 - KR – additional things that need looked at
 - Fee structure
 - Student technology fee
 - Banner processing fee(explanation of old and new types)
 - Microcomputer Maintenance support fee
 - Licensing and hardware standards
 - General consensus is that there needs to be a review of technology services on campus and consolidate services to improve efficiencies.
 - Group took a break at 10am, KR and LN left meeting at break
 - Discussion after break began with fees
 - The concern is if ledger 2 and 3 funds could possibly be used to fund an entire project or fund a need these need to be used fully before appropriated funds are used
 - Would like to look into a recommendation with ledger 2 and 3 of living within means of the fees.
 - final discussions on utilities
 - topics on the list – 4 day work week in summer and changing temperature of buildings
 - TZ – if we change the set point 1 degree, while in heating
 - In occupied mode would save .7%(equating \$7k)
 - In unoccupied mode would save 1.3%(equating \$17k)
 - In regards to the “save \$500k” when working 4.5 work days
 - Those numbers were calculated a long time ago before energy efficiencies
 - If we went to 4 day work week in summer
 - Savings would be less than 6 figures
 - Again, energy consumption has improved, so the savings are probably not as good as they used to be
 - DE – reviewed Office of Civil rights
 - Overall department runs efficiently, focused on the list of opportunities
 - A few in the list include
 - Succession planning and managerial training
 - Making sure we are investing in our own employees
 - One suggestion that came up
 - We should look into monitoring and continuing to oppose unfunded mandates
 - CN – VPUA area
 - Recently ramped up employees deliberately(in departments underneath) to help with fundraising.
 - From the point of view in VPUA office, annual fund is in place to constantly focus on identified campus projects that need advancement funds, so after ramping up the staff, they’ve been retained to make sure the needed funds are there
 - KS – is there any emphasis on bringing in scholarship money?

- CN – continuing to have annual fund drive
 - PE – also have quotas for fundraising to reach certain scholarship levels every year
 - KS – is there an opportunity to go after direct scholarships more?
 - PE – they’re already doing that
 - CN – the question could be posed
- TZ – media relations
 - Involved in enrollment management, marketing, and other media
 - Track enrollment numbers and study effectiveness of marketing and advertising on different websites
 - With 9 employees and what they are doing, there really is not a lot of meat
- Revolving garage, fleet, etc...
 - Use vehicles from garage revolving is 51 cents/mile
 - Use personal vehicles charges 56 cents/mile
 - Do we have any opportunity to save money if we reduced the fleet?
 - CC – it’s a self-sustaining business, so all costs for new vehicles and maintenance all are maintained through there
- Will have a final meeting 4/4/14 8:30 – 12 to finalize