

Eastern Illinois University

The Keep

Minutes

Council on University Planning and Budget

2-27-2014

February 27, 2014 Business Affairs Subcommittee

Council on University Planning and Budget

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**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

- 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
- 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
- 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?
 - 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...
 - 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
 - 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.
- 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