

MEMORANDUM

TO: Dr. Richard Brown
Vice Chancellor for Finance and Operations

FROM: Deborah Arfken
Chair, Efficiency and Effective Committee

DATE: February 27, 2009

SUBJECT: List of Top Five Ideas Plus One

Working in subgroups and as a committee of the whole, the members of the Efficiency and Effectiveness Committee have completed the immediate charge you gave us to examine issues of revenue enhancement and efficiency and effectiveness--both short and long term—for the administrative side of the campus.

This report brings the top five ideas for cost-cutting and the one suggestion for generating revenue developed by the EEC committee members and gathered from submissions on the EEC Web page. They are listed as follow without priority order:

<u>Top Cost-cutting Suggestions</u>	
<u>Recommendations</u>	<u>Cost savings</u>
<ul style="list-style-type: none">• Eliminate the Chancellor's picnics	\$18,000
<ul style="list-style-type: none">• Review all campus positions using an organizational development perspective. Are we staffing for strategic purposes to meet UTC goals? Compare the positions to those at peer institutions/campuses.<ul style="list-style-type: none">--Examine positions/workflow/procedures and policies--Share positions between departments where appropriate	TBD
<ul style="list-style-type: none">• Reduce the number of personal printers by networking them. Standardize types of printers and software.	\$50,000

- Conduct an audit of energy efficiency, devise a plan to implement changes, and develop policies and procedures that create incentives to save energy. Then reinvest the savings in continuing sustainability ventures. \$500,000
 Early steps: Turn off computers, lights, etc. when not in use; reduce the temperature by 10 percent in UTC buildings where appropriate (some buildings have live animals for research that might be affected deleteriously).
- Reduce the number of commencement ceremonies. \$20,000
- Review the number of computer labs on campus and standardize equipment and software where appropriate \$50,000

Top Revenue-generating Suggestions

Recommendation

Potential Revenue

- Extend regional tuition discount to graduate students TBD

The committee also recommends that the use of voice-over-internet (VOIP) be considered when the present telephone contract expires.

During its discussions, the committee spent considerable time on concerns that do not appear on the top five list because, while they concern the university at large, they are particularly the domain of Academic Affairs. Two instances involve course delivery and partnership among the UTC colleges. Committee members endorse the development of more online courses and would like to see more sharing of courses among the colleges. A culture of “silos” is blocking academic innovation. Other suggestions involve UT system-wide matters, such reducing the size of the motor pool and initiating a per-credit tuition model.

Would you like to meet with the committee to share your reactions to this report?

You don't ever want a crisis to go to waste. - Rahm Emanuel

Submitted on behalf of the committee members:

Dee Dee Anderson, Deborah Arfken, Jim Bowman, Sarah Boykin, Pat Branam, Chuck Cantrell, Ashley Finch, Tyler Forrest, Valerah Hodges, Theresa Liedtka, Barbara Medley, Lyn Miles, Deb Montgomery, Brian O’Leary, Debbie Parker, Matt Pope, Gene Schlereth, Chris Smith, Diane Welch, Cecelia Wigal, Joe Wilferth

Attachments:

minutes for the December 16, 2008; January 9, 2009; January 23, 2009; February 6, 2009; and February 20, 2009 meetings