

Efficiency and Effectiveness Committee Meeting
April 17, 2009
2:00 – 4:00 PM

PENDING APPROVAL

Attendees: Dee Dee Anderson, Deborah Arfken, Jim Bowman, Sarah Boykin, Pat Branam, Richard Brown, Tyler Forrest, Valerah Hodges, Lyn Miles, Deb Montgomery, Brian O'Leary, Matt Pope, Gene Schlereth, Chris Smith and Cecilia Wigal

Actions Taken

- Vice Chancellor Brown asked the committee to continue. Everyone agreed.
- Vice Chancellor Brown reviewed the status of the committee recommendations.

General Remarks. Deborah Arfken opened the meeting and thanked everyone for coming. In his update on the budget, Richard Brown said that he appreciated Deborah for taking on the task of chairing the Efficiency and Effectiveness Committee. The process has given the campus a voice in what to cut from the budget. Richard told the group that UTC would receive approximately \$11 million each year for two years in stimulus money. Receiving this money does not mean the budget cuts are over; it just means that we will have two years to make the cuts instead of two to three months.

Richard Brown told the group that we need to look for permanent dollars to help with the budget and the money will not go back in where it came out. It needs to go back in to things such as enrollment, accessibility, and faculty to name just a few. The motto for UTC is “we teach” and that is what we need to concentrate on. We may have the resources to get some of this done because of the \$1 million in reserve funds.

Richard informed the group that Linda Hendrix (UT System Human Resources) will be looking at retirement incentives and evaluating position by position. Linda told Richard that in the next five years 43% of UT System employees will be ready for retirement. Richard asked Linda to look at pay compensation to get our employees where they need to be on the pay scale.

Stimulus Funds. Deborah Arfken asked Richard Brown where the stimulus money could or would be allocated. Richard stated that this money would be restricted, and we have to account for every dollar spent and send a report to the state. This is federal money given to the state to use as the state sees fit. It can be used for temporary positions, work in physical plant, energy program, pay utilities, special projects, contract work, etc. It cannot be used to create full-time positions or pay full-time employees, bonuses or compensation to employees.

Cost-Cutting Recommendations. Discussion was held regarding the five cost-cutting recommendations and one revenue generating idea. Richard Brown is going to take a look at the total list the committee put together to see where he can truly save some money; he is going to take the list to the executive team for review.

The first cost-cutting recommendation discussed was to **cancel the Chancellor's picnic**. Richard Brown asked the group for a vote on cancelling the picnic and all agreed this would be a good idea.

The second recommendation, **reviewing all campus positions**, is already being done at the System level by Linda Hendrix. He will share this information with the committee when it becomes available.

The third recommendation concerned **reducing the number of personal printers** on campus. Richard Brown will catalog all the printers on campus, do an assessment of them, and see how many we actually need and how many we can surplus. The savings would be in not ordering toner for the printers.

The fourth cost-cutting recommendation concerned **improving energy efficiency**. Sarah Boykin informed the committee that Tom Ellis had already begun the process and with about \$200,000 of the stimulus money would like to create a central control station which would calibrate heating and lights. This would save approximately \$1 million over the next five years. Tom would also need to hire two technicians and a few other personnel. Sarah also stated that one of the Strategic Planning Committees is looking to hire a firm to conduct a carbon inventory to learn how we can be more energy efficient. Richard Brown stated that we need to teach everyone to turn off lights and computers when not in use. This would save about \$500,000 per year.

Reducing the number of commencements was the next cost-cutting recommendations discussed. The committee was in favor of omitting the August commencement, but not until 2010. Tyler Forrest said the SGA wanted to know if the August commencement were eliminated, would the savings be used to bring in better speakers for the May and December ceremonies. Richard Brown stated that the committee would take that under consideration.

The last cost-cutting recommendation discussed was to **review the number of computer labs on campus**. A catalog of all computer labs will be created and it will be determined if each computer lab individually is the most efficient use of funds. Key questions: Will labs be open for multiple use or just for that particular department, and will UTC need computer lab space for offices or classrooms?

UTC Positioning. During its discussions, the committee talked about THEC and higher education. Richard Brown said we are hoping that THEC will approve a new peer group for UTC. We need to be categorized with schools similar to us and not schools such as NC State. We really need to define who we are by looking at some of the best campuses and determine in what areas we do/do not do well. We have got to change our mind set.

We need to be more environmentally competitive, we need to fill the needs of the community and we need to have more on-line classes. Richard told the committee that there are approximately 68,000 people within a 100 mile radius who have only two years of college and want to go back to school. We want them to come to UTC. Richard informed the committee that the State of Tennessee is looking at “broad-banding” the whole state, which will make video streaming available to our campus.

Revenue-Generating Recommendation. The top revenue-generating idea of regional tuition for graduate students was also discussed. Richard Brown said that he was going to ask the Board of Trustees to extend the regional tuition to graduate students. He informed the group that he would also like to do a regional tuition pilot program for freshmen and sophomore students. The Board has not allowed us to do this because they think we are subsidizing North Georgia students. The Admissions Office hired a temporary recruiter for the North Georgia area and has gotten a good response. The pilot program may increase the number of North Georgia students coming to UTC which, in turn, will produce revenue.

Continuation of the Committee. Richard Brown thanked everyone for the great work they had done this year and asked to keep this committee going. He said, “We need to be a couple of steps ahead when asked for more money next year. We need to be prepared and have permanent money in place.” Deborah Arfken asked if everyone would be willing to continue working on the committee, and everyone present agreed to do so. She said that there may not be a lot going on this summer, but Richard may have some requests.

Deborah asked the committee, “Where do we go next? The group needs to look at long-term incentives – budget cuts – changes beyond the surface level.” The committee decided that the existing list of cost-cutting suggestions should be divided into List A – items where progress can be made and List B – items that need to be taken off the existing list.

Deborah Arfken thanked the committee for their hard work and willingness to continue. The meeting was adjourned at 4:10 p.m..

Submitted by
Deb Montgomery
April 17, 2009