

University of Central Arkansas

RESPONSIBLE UCA COMMITTEE (Cost Containment)

MINUTES October 20, 2011

Meeting was called to order at 1:40 PM in Wingo Hall 210 by Diane Newton, Co-Chair. Agenda attached – Handout A.

Attendees Present:

Jack Gillean, Co-Chair
Diane Newton, Co-Chair
Laura Young, Administrative/Faculty Representative
Francie Bolter, Faculty Senate Representative
Larry Lawrence, Administrative Representative
Ray Owens, Staff Senate Representative/Staff Representative
Bunny Adcock, Community Representative

Absent:

Brad Lacy, Community Representative
Harold Helton, Alumni Representative
Jack Phillips, Student Representative

Guests:

Terri Canino

Presentation Items:

- Awareness Campaign – Presented by Diane Newton; Handout B
 - Review of report to the Legislature regarding Cost Containment Input, Cost Saving Efforts including utilities, personnel and operating budget cuts (The form from ADHE must be submitted each year to the Legislative Review Committee in September)
- Responsible UCA website – Presented by Diane Newton; Handout C
 - Discussed updating the website regarding new members of the RU committee, adding minutes

Discussions Items:

- State Capitol met on Cost Containment effort, UCA already ahead of the curve, we were able to show that we have an organized group in place.
- Ray Owen to reach out to student group – green initiative to provide feedback.
- Terri Canino reported that some schools offer monetary incentives to their departments to increase their green initiatives by increasing their budgets, an example might be more travel funds, etc. or M&O savings reflected back to each department
- Francie Bolter – Use more adjunct faculty - salary savings
- Deferring equity issues
- Ray Owen – Dr. Parrent is trying to streamline and condense printed material so that everything is non-repetitive
- Francie Bolter – Committees have started using the pool drive, Google.docs/cloud to share documents and policies electronically to save on copies. Diane requested we have someone speak to the committee on how to use this process

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- Request to have Jonathan Glenn or someone from IT demonstrate setting up group files; scanning documents
- A concern was raised with regard to cutting security; would not be possible to cut this area or the library, it was agreed that no cuts would be made in this area at this time
- Suggestion to look at what is allowed for travel, cutting cost of overnight stay if conference is in Little Rock. In regard to the amount UCA reimburses for mileage, UCA is below National and State figures at 35 cents per mile
- A request was made to have someone from the UCA Travel Office speak to our group on cost savings
- Copy costs and charging for copies by students in the Library was brought up, but there can be no charge to students due to the library fee that was implemented
- Four-day work week was mentioned but not discussed
- Diane noted that a cost savings is expected by closing the supply storeroom and having each department order direct from Office Depot. She will check on what the cost savings will be and report it to the committee.

Future speakers/presentations suggested:

- Rob Parrent – Enrollment D T Committee
- Jonathan Glenn – IT – speak on my office/Google docs
- Travel Office – have rep speak on new cost savings

Notes:

- Francie Bolter – inform UCA community that uploading material to Word Press more user friendly platform. Would like to have logo for RU to bring awareness to the committee , for the artwork - involve student in design; involve Russ Hancock and Jeff Pitchford.
- Diane Newton – Have Venita Jenkins write a story on RU Committee – give Venita a list of committee members who she can contact for comments
- Diane Newton - asked if she should be a voting member?

Vote on resolution:

Committee members believe the RU Committee's initiative is important enough, internally and externally that it should be a standing committee. After discussion, committee decided against voting on this resolution.

Other discussion regarding RU Committee (specific):

- University Energy Committee 1494
- Larry Lawrence, Chair of SEED Committee – questioned if RU should combine with Seed since they are very similar; environmental. Discussion on committees, administrative and faculty.
- RU – Sustainability and cost containment, budget
- Francie Bolter suggested RU continue as it is, as a standing administrative committee instead of putting the committee through the Faculty Senate.
- Bunny Adcock – asked if we need President Courtway to give a renewed charge to the committee?

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Other discussion regarding RU Committee - specific: (continued)

- Have President confirm charge of committee
- Act 1494, SEED written rules – State Energy Office
Example: Energy efficient appliances - we are being required to have these appliances installed by a set time. It will cost more in the beginning but save more in the long run.
Larry will send minutes of their committee meeting to Diane to report to RU committee.
- Purchase of LED light bulbs – they have a 10 yr or less payback. Lighting is 2 ½ to 3 year pay back. Paul Crosmer's information on bulbs lasting 7-10 years, etc. was very informative. It was requested that his presentation be posted on the RU website for others to view.
- Need to get RU information and findings out to the UCA community through:
 - Campus Awareness
 - Echo
 - Bear Ledger
 - Other forums

Motion:

Francie Bolter motioned: We ask President Courtway to confirm the necessity and importance of the Responsible UCA Committee.
Laura Young – 2nd the motion.

Motion carries.

Topics and Presentations requested by the Responsible UCA Committee to be provided for future discussions:

- Jack Gillean was asked to prepare confirmation letter or memo from Tom that we are reconstituted. SEED Act 1494, Green Committee.
- It was decided that Jonathan Glenn would be asked to make a demonstration at the next meeting on November 17th at X-period.
- Larry Lawrence to report on Energy Star appliances and the impact of gradually integrating them into departments, housing, etc.

Next Meeting: Scheduled for November 17, 2011, X-period (1:40-2:30), Wingo Hall 210

Meeting adjourned at 2:54 PM.