



MEMORANDUM

TO: BOT Efficiency Committee Members
FROM: Kyle Clark
DATE: August 26, 2013
SUBJECT: Efficiency Committee Meeting

The Board of Trustees Efficiency Committee is scheduled to meet from 8:30 am to 10:00 am on September 13, 2013 in room 205 of the Augustus B. Turnbull, III Florida State Conference Center. Items to be discussed at the meeting include:

1. Introduction of Kyle Clark, Vice President for Finance and Administration
2. Request for Approval of June 7, 2013 Minutes Eric Algoe Action Item for Committee Only
3. University Efficiency and Effectiveness Committee Sam Huckaba Information to Full Board*
 Update
4. Seminole Golf Course Update Eric Algoe Information for Committee Only*
5. Donald L. Tucker Civic Center Update Eric Algoe Information to Full Board*
6. General Discussion

We look forward to seeing you on the 13th.

KCC/gg

* no materials

**THE FLORIDA STATE UNIVERSITY
BOARD OF TRUSTEES
EFFICIENCY COMMITTEE MEETING MINUTES**

**THURSDAY, JUNE 7, 2013
8:30 AM**

Augustus B. Turnbull, III
Florida State Conference Center
555 West Pensacola Street, Room 215
Tallahassee, Florida

Members Present: *Allan Bense, Susie Busch-Transou, Mark Hillis, Les Pantin, Peggy Rolando, Gary Tyson (Joe Gruters sat in)*

I. CALL TO ORDER

Ms. Peggy Rolando, Committee Chair

II. APPROVAL OF MINUTES

- **MARCH 7, 2013.** Correction: Trustee Susie Busch-Transou was added to list of attendees. *Pantin moved; approved unanimously as amended.*
- **APRIL 15, 2013.** Correction, section II. Review of Proposed Work Plans, second paragraph: The campus-based committee would follow-up on the recommendations of the BOTEC, consultant ideas, peer ideas, and vet ideas and concepts in terms of feasibility, and bring recommendations to the BOTEC for consideration and implementation. Recommendations for the mechanism and means for the reallocation of funds from savings and payouts of incentives for employees will be the task of the EEC made by the EEC and submitted to BOTEC. *Pantin Moved; approved unanimously as amended.*

III. REVIEW AND APPROVAL OF PROPOSED WORK PLAN

- The campus committee had no changes.
- Page 2, Guiding Principles, item 1 revised: "Compliance ... must be respected, though recommended changes are encouraged."
- Page 2, Operating Guidelines, item 1 revised: "Explore opportunities to ~~revised~~ revise, simplify..."
- Page 3, Operating Guidelines, additional item 11: "Investigate consolidated purchasing opportunities through the Board of Governors and other purchasing groups."
- Page 3, Proposed Timeline: Meeting date added between late April and early May 2014 for BOTEC to act upon the EEC final report recommendations for the June Board of Trustees meeting agenda.

Motion to approve the work plan as modified; Busch-Transou moved, unanimously approved.

IV. INTRODUCTION OF THE UNIVERSITY EFFICIENCY AND EFFECTIVENESS COMMITTEE (EEC) MEMBERS

Dean of Arts and Sciences and EEC Chair Sam Huckaba introduced himself and Jennifer Buchanan, Assistant Vice President for Faculty Development and Advancement, to the BOTEC. There are currently

17 members on the EEC. On behalf of the committee, Dean Huckaba requested that the President appoint student representation to the EEC.

V. EEC COMMITTEE REPORT

The University Efficiency and Effectiveness Committee met on May 28, 2013 to review the proposed work plans for the EEC and BOTEC, discuss boundaries of recommendations, and discuss incentive programs. Eric Algoe made a presentation at the May 28th meeting covering measures taken at other universities, which encouraged discussion of internal versus external approaches and their respective benefits. Discussion of methods for solicitation of suggestions, technology, phrasing, and means of reaching to all corners of the campus. Methods for solicitation will be foremost on the agenda for the EEC meeting next month. Dean Huckaba provided a review of the Board of Governor's (BOG) requirement for evaluation of academic programs, Quality Enhancement Review (QER), which takes place every seven years. While the information is submitted to the BOG, they do not provide feedback. QER information is used internally to make improvements or changes to programs.

While the questions covered in the QER do not exactly map to the questions of concern to the BOTEC and EEC, it is possible to use QER as one vehicle for self-reporting efficiencies. There will remain the issue of the long timeframe and extended scope of the QER. Department answers to QER questions on facilities, IT, and staffing issues are valuable components for the EEC to focus on. Information gathered from additional questions on the QER format would not be forwarded to the BOG. The Faculty Senate has subcommittees to act more quickly on recommendations for changes as a result of the QER.

Elizabeth Swiman made a presentation to the EEC reviewing sustainability measures and payoffs in office operations. Eric Algoe gave an update on the Seminole Golf Course. Open discussion regarding the committee and its charge closed out the meeting. The greatest challenge is the establishment of a system to collect and filter information from the community to the EEC and back to the BOTEC. An incentive for suggestions is desired, but will be difficult to calculate based on savings.

Copies of the EEC minutes will be provided to the BOTEC. A phone call with EEC and BOTEC will be scheduled for August to allow time for the BOTEC to respond and bring a report to the Trustees meeting in September 2014.

VI. COMMITTEE DISCUSSION

There was a discussion of shared needs in technology and support services as areas for identifying efficiencies. The Faculty Senate has created a subcommittee on technology, with the primary goal to examine how faculty are using technology for their courses, but would also be a good source for information on duplication of efforts or shared needs in technology.

Trustee Rolando requested that we have both undergraduate and graduate representation on the EEC. The University must begin documenting our actions and publicizing them as examples. This documentation would both help demonstrate what the University has accomplished, as well as serve as examples to others, who then begin to generate ideas of their own.

The three levels of activity on efficiencies are 1) what the University is already doing, 2) identification efforts for further efficiencies by the EEC, and 3) the BOTEC championing of the EEC ideas as well as

generating broader ideas. It was suggested that, going forward, consolidation proposals will come through the EEC and the BOTEC for review and action. Documentation should not present a burden on staff, but premier examples and best practices are to be documented.

Gary Tyson initiated a discussion of staff support and turnover. The learning curve and time lost to the hiring process could be lessened by reclassifying certain departmental positions to higher pay grades in recognition for the quality and scope of work assigned to them. A highly effective, informed, and connected assistant is a valuable tool for departments. The University suffers when assistants are being hired away by other departments within the University. Rethinking hiring into careers instead of jobs must be considered.

Facilities use is being managed according to system loops, but these efforts have not been documented so far.

Wording on quality has been woven in the goals of both the BOTEC and EEC, but has not been incorporated into the name of the Trustee BOTEC. Les Pantin will float some ideas to Chair Rolando to run by the BOTEC for feedback.

A facilitator to assist with the efforts of the EEC is proposed. Sam Huckaba welcomes the help on this. The EEC will work a lot better with a dedicated person to keep it running. Eric Algoe will attend meetings of both the EEC and the BOTEC.

The Golf Course is substantially losing money. This issue has been reported to both the Chairman Bense and Trustee Burr, who both operate golf courses and have expressed interested in helping. Eric Algoe has established a working group to develop budget, revenue, and staffing information reports, which were sent to Bense and Burr. The report from Trustees Bense and Burr will be available for the August phone call meeting of BOTEC.

MEETING ADJOURNED AT 9:47 AM

gfg 7/18/13