

Minutes from February 19 meeting of the oversight group, 8am to 11am

Members present: John Cothorn, Virginia Donnell, Charles Perry, Tonjanita Johnson, Rick Moffett, Janet Kelly, Jill Austin, Kim Bailey, Loren Mulraine, Deb Sells, Alfred Lutz

I. Began with review of final report from the Non-academic work group:
Priorities previously established, see previous minutes.
Total of approximately \$5.1M offered in potential cuts in this group.

Review of Section One, Non-academic Work Group:

1. Community Engagement: two full time, two part time positions. Recommend consolidation with Office of Marketing and Communications; eliminate redundant functions. Potential savings: \$200K
- 2a. Student Involvement and Leadership: Concern with offering sufficient evening service hours, as needed. Support elimination of Commuter Services and Women's Center. Reconsider keeping Greek Life director. Potential savings of \$250K
- 2b. Int'l Students Services, Diversity Affairs, and the Academy: Support. Potential savings of \$150K.
3. Murphy Center custodial: Support.
4. HR retiree tickets: Support.
5. Athletics private giving: Support.
6. Sports and Marketing: Support, but move to a low priority
7. Day Care consolidation: Move to self supporting agencies
8. Admin services: Support.
9. Publications and Graphics: Support, but without requirement for exclusively using on-campus print services. Should connect to recommendation 19.
10. Distribution, Receiving, Post Office: Support
- 11a. University Wide Marketing: Support
- 11b. Walker Library Specialist Position: Support, but low priority
12. IT Servers: Support, with the understanding that this is about departmental servers, not departmental labs.
13. Sidelines: Consolidate this proposal with the Media Center plan for the College of Mass Comm out of the Academic Subgroup.
14. Central Scheduling/Event Coordination: Support.
15. Institutional Effectiveness and Institutional Research: Support
16. AV Services, NPA and Video Production: Support
17. Walker Library, hours of operation: Leave the library to make the decision about hours—they should reconsider their hours based on usage, holiday breaks, etc, with an eye to savings.
18. Faculty Instructional Tech, Center for LTITC: Support
19. Printing, P&G, Photographic Services: Support, with connections to recommendation 9.
20. Record, Magazine, Alumni Record: Support
21. Speech Clinic: Support

Review of Section Two from the Non-Academic Work Group

1. WMOT: Support eliminating WMOT as a stand alone station. Consider combining with Recommendation #4 from the Academic Workgroup, to create a consolidated media center. Perhaps combine the two radio stations that MTSU currently operates.
2. Miller Coliseum/Livestock Center: Support
3. Division of Student Affairs: Support a restructure analysis. Be cautious that the dollars of savings are not counted twice.
4. Student Email Services: Support
5. Advising/Student Athlete Enhancement/Transfer Student Services: Do not support.
6. IT Services: Support greater efficiency generally, but do not support consolidation of computer specialists supported by colleges and departments.
7. Farm Lab: Revisit this as a recommendation of the Academic Work Group.
8. Dual Services Contract: Do not support.
9. Timekeeping: Possible through BANNER, will increase efficiency, but will require a two-week hold-back of pay to staff. Support.

II. Additional discussion of non-academically related items:

1. Charles revisited the issue of selling reserved parking places. Mr. Cothorn indicates that gated parking and other related options are currently under review.
2. Suggestion to consider the elimination of the university catalogue. Consensus of the group was to support this idea, as well as elimination of the hard copy phone book.
3. Suggestion was made that we need to increase the number of mental health counselors on our campus as a part of our strategic plan to position the university for the future.
4. General concern with the disconnect between financial realities that are connected to emerging initiatives and special programs.
5. Concern with appropriateness of titles, with the issues being that titles get connected to pay grades. Need to reconsider process of reclassifications, titles, etc.
6. Are fee schedules of facilities that can be rented of appropriate amounts and are the fees enforced appropriately?

III. Discussion of reports from Deans regarding prioritization of degree programs, minors and concentrations.

1. How do we intend to use the reports received?
2. Discussion of retention issues related to use of contingent faculty versus tenure/tenure track. Particular concerns with impact on quality of instruction to lower division courses. Focus is on maintaining/enhancing quality of what remains after cuts are made. Improving results—is that

connected to increasing the number of tenure/tenure track faculty that are in the lower division classroom? How do we deal with this in the face of potential increases in the demands on these tenure/tenure track faculty? How to effectively manage workloads? Are we using contingent faculty appropriately, or are we over-reliant on them in the lower division gen ed courses? See report from Virginia Donnell on use of contingent versus tenure/tenure track faculty teaching common gen ed courses in the humanities.

3. In final recommendations, there will be careful consideration of the strategic elimination of temps/contingent faculty. Connected to these decisions will be the over- and –understaffing data for the departments.

IV. Discussion of Energy Efficiency Report. Total of approximately \$851K in savings.

Table 3A: Support. Recommend development of guidelines for an energy audit for the university. This should include major lighting issues on campus, including athletic venues.

Table 3B: Support

Table 3C: Support

Table 3D: Support. Note that new fees will not be permitted (campus facilities fees).

Table 3E: Support

Table 3F: Support

Table 3G: Concur

Additional considerations:

1. Energy Star labels: Support
2. 4 day work week: Concur that this is not a viable solution for the total campus, but administrators may review flex time options for additional flexibility in use of office staff. Consideration of a six-day scheduling of classrooms and other options creating maximum flexibility in class scheduling should be handled in the alternative delivery recommendation found elsewhere.
3. Energy savings projects: Support.
4. Chargeback: Support
5. Outsourcing/insourcing: Support that review.
6. Preventative Maintenance: concur that further reductions are not feasible.
7. Furloughs: This recommendation is also made in the academic report. One day of furlough for those making over \$25K nets \$425K per day. 1% salary decrease for those over \$25K nets \$986K. Longevity is state-funded through appropriations from the legislature. Question was raised as to the possibility of moving some staff to ten months as a cost savings issue.
8. Telecommuting: New TBR policy is in place for this. Support within the parameters of the policy.
9. Recycling: Support.
10. Bus service: Concur with the decision that reducing bus service will not improve the efficiency of campus.
11. Work Study students: Support.

Additional Comments from the ODC group: We recommend a study of paper-flow, work-flow, and automation efficiencies that might also assist in cost reductions and/or positioning the university for the future.