



Valdosta State University
University Planning Advisory Council
Efficiency Implementation Task Force
Meeting Minutes
Tuesday March 16th 2004

Attendance: Marsha Krotseng, Diane Holliman, Patrick Smith, Paula Hutchinson, Bill Filtz, Bob Green, Linda Callendrillo, Randy Bass, Joan Futch, Mike Meacham, Sue Lampert, and Jason Davenport

1. Completion of the Efficiencies Priority List. Participants were asked to identify the top efficiencies from their personal lists. The results were gathered during the meeting and tallied by co-chair Davenport. They were:

- A. Section 1: Copying/Printing – completed
- B. Section 2: Academic Programs – completed
- C. Section 3: Personnel – completed
- D. Section 4: New Revenues – delegated to the Budget Advisory Council on March 16
- E. Section 5: Mail – consensus to discuss items C, B, E, F
- F. Section 6: Supplies – consensus to discuss items A, B, G
- G. Section 7: Landscaping – consensus to discuss A, B, C
- H. Section 8: Periodicals - consensus to discuss A, D, E
- I. Section 9: Technology – consensus to discuss A, B, C, M
- J. Section 10: Travel – consensus to discuss A, E
- K. Section 11: Utilities – consensus to discuss G, L
- L. Section 12: Other – consensus to discuss B,D, E, H

2. Recommendations made in March 16 meeting:

- Personnel
 - a. Allow the Departmental Budget Authority to sign off on purchases under \$1000 without approval from higher administrative levels.
 - b. Explore early retirement incentives for increased efficiency
 - c. Explore the sharing and consolidation of physical resources to increase efficiency.
 - d. Explore the sharing and consolidation of staff and personnel across VSU to increase efficiency.
 - e. Explore the scheduling of Plant Operations Night Crews for increased efficiency.
 - f. Explore the scheduling of Custodial and Housing Crews for increased efficiency.
 - g. Evaluate overall personnel scheduling to include:
 - i. The efficiency of the 8:30-5:30 schedule.
 - ii. The efficiency of faculty and staff's 1 hour lunch breaks.

Next Meeting:

Tuesday March 23rd 10-11am Biology Chemistry Building Room 3026 –

AGENDA: Discussion of Section 5 (Mail), Section 6 (Supplies), Section 7 (Landscaping)