



# Valdosta State University

## University Planning Advisory Council

### Efficiency Implementation Task Force

### Meeting Minutes

### Tuesday March 23rd 2004

Attendance: Marsha Krotseng, Diane Holliman, Patrick Smith, Bill Filtz, Joan Futch, Mike Meacham, Cliff Giddens, Tim Murphy, Tommye Miller and Jason Davenport

1. Revision of the Efficiencies Priority List. Participants were asked to identify the top efficiencies from their personal lists. The consensus of the efficiency list categories stand as:

- 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 – completed
- F. Section 6: Supplies – completed
- G. Section 7: Landscaping – completed
- 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, C
- K. Section 11: Utilities – consensus to discuss G, L, R
- L. Section 12: Other – consensus to discuss B, D, E, H

2. Recommendations made in the March 23<sup>rd</sup> meeting:

- a. Mail
  - i. Explore the feasibility of budgeting postage for all campus units.
  - ii. Explore the standardization of the campus mail system.
    - 1. For Example:
      - a. Using digital address labels saves \$0.02 per letter.
      - b. Decreasing the redundancy of mailing lists between mail recipients.
      - c. Electronically publishing mail procedures to expose bulk mailing rates and non-profit mailing discounts.
- b. Supplies
  - i. Communicate the services and capabilities offered by both the Warehouse and Plant Operations to all campus units.
  - ii. Compare the use of University System supply contracts as opposed to the current State of Georgia supply contracts.
- c. Landscaping
  - i. Prepare and publish a press release fact sheet addressing the common misconceptions concerning landscaping procedures and practices at VSU.
    - 1. For Example:
      - a. Illuminating VSU's well usage and watering practices.
      - b. Providing information on VSU's organic pesticides and herbicides.

3. **Next Meeting:**

**Tuesday March 30<sup>th</sup> 10-11am Biology Chemistry Building Room 3026 –  
AGENDA: Discussion of Section 8 (Periodicals), Section 9 (Technology), and Section 10  
(Travel)**