



Valdosta State University
University Planning Advisory Council
Efficiency Implementation Task Force
Meeting Minutes
Tuesday March 9th 2004

Attendance: Patrick Smith, Paula Hutchinson, Bill Filtz, Tim Murphy, Linda Callendrillo, Rebecca Kimbrough, Randy Bass, Joan Futch, Mike Meacham, Sue Lampert, Cliff Giddens, and Jason Davenport

1. Refine the newly revised efficiency list (as of March 8th) by removing items that are either in-progress, completed, or do not possess a significant impact on efficiency.

2. Discussion Focus:

- A. Methodology of the Task Force

1. Task Force methodology shifted from elimination of items from the efficiency list to illumination of the strongest efficiencies by category.
 2. The strongest efficiencies will be presented as a summary recommendation document prior to the original list of efficiencies.
 3. The executive summary document would tailor to the University Planning Advisory Council's recommendations while the appendixes containing the original list of efficiencies could be disseminated among academic administration for possible implementation.

- B. Tentative Recommendations

1. Reduction of Printing

- Implement Adobe Solutions Program to push paperless environment by utilizing secure digital signatures for electronic documents and forms
- Push paper publications towards digital (CD) formatting
- Push paper publications towards digital (Web-based) formatting

2. Printing

- Encourage Double-Sided Printing
- Use B/W printing for all in-house documentation
- Student Printing vs. Student Copying Alternatives including printing center.
- Examine use of two color versus color paper with blank ink
- Use of standard letterhead

3. Academic

- Investigate Banner Classroom Scheduling System
- Use time-range in which classes are offered more effectively
- Examine 10 month contracts for academic administration
- FTE Salary Flexibility

Next Meeting:

Tuesday March 16th 10-11am Biology Chemistry Building Room 3026