Welcome

Alice Gustafson welcomed everyone to the meeting and announced that the recommendations of the Office Supplies and Computer Bundles teams were approved by the Steering Committee April 26.

Wave 1

Alice said the Advisory Committee will hear today from the MRO (Maintenance and Repair) and Scientific Supplies work teams. She said the next step for these two teams will be to take their recommendations to the Administrative Excellence Steering Committee.

Team Updates – MRO

Paul Broadhead, team lead for the MRO Work Team, presented an update of the team’s work. Paul said the team recommended efficiency through product standardization, sustainability initiatives and communication improvement. In standardization, the team recommended three types of brown paper towels, one type of one-ply toilet tissue in three sizes to match dispensers, three sizes of high and low-density trash can liners, light bulbs to fit commonly-used lamps, one type cleaning chemical in several subcategories (hand soap, glass cleaner, etc.) The team suggested paper towels be removed from high-volume restrooms and replaced with high velocity hand dryers and use metered chemical dispensers. Finally, Paul described the gains already made by the team members meeting regularly and sharing best practices. Some ideas have been put into practice as best practices were identified in meetings. The financial impact of the team’s proposed solution is estimated at $1.1 million over 5 years.
Scientific Supplies
Mike Hardiman, team lead of the Scientific Supplies Team, presented on the work of his team. This team recommended three primary solutions (1) standardization of policy and procedures for purchasing in this area (2) product substitution, use of a larger core list, consolidation of vendors and improved purchasing coordination and (3) improved technology for e-commerce and better access to pricing and vendor information. The team believed the university could make it easier for those purchasing to do the “right thing.” The financial impact is estimated to be $4 million over 5 years.

Both teams received endorsements for their recommendations from the Advisory Committee as they move to the Steering Committee for approval.

Wave 2

Alice provided a brief update on the teams working on Wave 2 projects. The current state team for IT Decision-making is underway and in the process of gathering financial information and other data for use by the yet-to-be-formed future state team. The policy team has been meeting and making progress on definitions and roles in the process for creating policy. The emeritus deans met three times to help establish a set of principles for current leaders to consider as work begins in the resource allocation area.

Wrap-up – It was agreed the Advisory Committee would continue to meet twice a month over the summer and meetings would be cancelled if there is no business to consider. Brad closed the meeting.

NEXT MEETING WILL BE:
10 a.m. Thursday, May 17, 2012 Room 260 Bascom