Committee Composition: The following twelve individuals representing Faculty, Staff, and Administration were asked to serve on this committee by the Provost:

Kenneth Bartels, Tracie Brown, Mary Bryans, Lloyd Caldwell, Lisa Fain, Jean Kerr-Hunter, Bob Klein, Chris Ormsbee, Anthony (Tony) Perna, Craig Satterfield, Ron Van Den bussche, Denise Weaver

Mission Statement:

To review programs and processes to determine if the university is making optimal use of limited financial resources and to recommend initiatives that could create efficiencies.

To address this mission, the committee first reviewed and prioritized the 186 items listed in a 2009 Faculty/Staff survey regarding redundancies or other aspects of the university that appeared to be an unnecessary cost to the general budget. After prioritizing this list, the committee began looking at items which fell under the purview of the committee.

To date, we met with the following individuals:

- Joe Weaver – Administration and Finance
- Anne Matoy and Christa Louthan – Human Resources (HR)
- College Research Offices, Vice President Research Technology Transfer (VPRTT), Grants and Contracts Financial Administrations (GCFA)
- Rick Krysiak and Dan Ferris – Physical Plant and Utilities
- Steve Spradling – Parking and Transit
- Kirk Jewell – OSU Foundation
- Campus Information Technology – Darlene Hightower, Alan Shryock, John Smith
- Graduate College Offices

1) Recommendations in the area of Enrollment and Retention:
   a) This committee recommends placing a permanent recruiter in India, China, Saudi Arabia and/or Vietnam to facilitate our recruiting and alumni relations in those countries. This individual might also facilitate corporate and research outreach.
   b) Enhance ongoing retention efforts. The committee did not look into this further as there are other bodies looking into this area.
   c) This committee recommends that tuition waivers should be replaced with new general university scholarship funds generated through the Branding Success campaign.

2) Recommendations in the area of Physical Plant and Utilities:
a) There is a need to conduct an external study of the Physical Plant’s services, processes and fee structures to reassess potential cost savings to the University.

b) There should be further coordination of classroom and laboratory assignments during summer and intercessions for potential energy and security savings.

c) Physical Plant should be commended on proactive measures to realize energy and overtime savings.

d) This committee understands the University has looked at a campus-wide four-day work week during the summer and the utility savings isn’t sufficient to offset the concerns the shortened work week would have on recruitment. The committee recommends looking at a four-day work week (during summer, spring break and winter intersession) on a building by building basis.

3) Recommendations in the area of Human Resources and Benefits:

a) HR provided information regarding overtime. In FY09 & FY10 the University spent $1.56M and $1.46M for overtime areas respectively. Areas that experience significant overtime should be reviewed to determine whether savings could be realized by adding an additional position (continuing and/or temporary) instead.

b) HR indicated that OSU has one of the richest retirement programs in the Big 12. It is the view of this committee that the retirement program is the additional compensation that offsets the lower pay (overall) in comparison with the Big 12 and the retirement program should not be reduced.

c) Given the unsettled nature of the national healthcare debate, this committee recommends that the existing Retirement and Fringe Benefits Committee continue their analysis of benefit plans (e.g. self-insurance vs. RFP’s).

d) This committee recommends pursuing cost savings through centralized advertising for staff recruitment. We further recommend that discounts be negotiated with the most common publications utilized for advertising administrative and faculty vacancies.

e) Beginning FY12 discontinue cell phone and data plan additives and/or payments from E&G funding.

4) Recommendations for the area of Research:

a) Ron Van Den bussche and Bob Klein conducted a survey of the Research Offices at the college level, the Vice President for Research and Technology Transfer and GCFA to determine if there would be a compelling reason to consolidate the College Research Offices. All surveyed felt the personalized attention research was given at the college level more than off-set any potential savings.
b) After visits with the offices above, this committee believes an online routing system would be a great benefit to all parties. All offices are experiencing a substantial increase in proposal submissions and awards. At the same time however; none of the offices have been able to increase staff to meet the additional demands. Purchasing an electronic routing and data management system for the University would allow these staff members to meet the demands, which are sure to increase in coming years. The overwhelming view is that the Research Offices are involved in a revenue generating function and spending some money in this area would continue to enhance the trajectory the university has had over the past several years of increased proposal submission and awards received.

5) Recommendations for funding for External Entities, i.e. Alumni, OSU Foundation, Athletics:
   a) This committee recommends further study of funding of education and general (E&G) funding provided to these external entities.
      1) Cost for exchange of services (general review and update for auxiliary entities)
      2) $1.00 per parking spot per event charge that Athletics pays Parking and Transit for reserved Posse parking
      3) Reduce the allocation to Athletics (reduce/eliminate direct payment; athletic tuition waivers changed to scholarships)
      4) Cost of space rental from Alumni Center and Athletics for general university events
      5) Review the fee structure (i.e. college service agreements, interest earnings recapture for administrative costs; i.e. OSU Foundation)

6) Recommendation for area of funding for future Information Technology initiatives
   a) SciQuest - it is the understanding of this committee that E & G dollars will not be used for this initiative. The committee believes the efficiencies gained from this purchase will more than off-set the costs.
   b) SCT Upgrade/Replacement – Estimated minimum cost of $33M is prohibitive in the current economic environment.
   c) Committee recommends pooling resources to make current systems more integrated i.e. payroll and online EA system.

7) Recommendation following review of the Graduate College:
   a) The committee recommends that once the new dean takes office that he reviews with the leadership of the academic colleges the redundancies and issues related to Graduate College admissions, oversight of plans of study, etc.