

September 25, 2003

TO: Al Seigny, Chair
Little Big Audit Committee

FROM: President's Council

Council Action on Little Big Audit Committee Recommendations

The Council reviewed the Little Big Audit Committee's July 21, 2003 recommendations at its September 9, 2003 meeting following discussions at the divisional level. The action taken by the Council is as follows:

Council action on items the committee recommended for adoption:

- #1: Hire firm to review vendor payments, starting with a pilot bookstore project. Council approved. Vice President Henderson will coordinate.

- #12: Implement a \$5 registration fee for non-credit course offerings. Recommendation will be studied, including an analysis of what other schools are doing, and a formal proposal developed for implementation after Banner. Dean Sisson will appoint someone from his area to work with someone from the Controller's area to develop recommendations. Any change would have to be based on a solid rationale, e.g. it costs money to register students, the fee is being imposed to cover costs.

- #19 Central Stores inventory consolidation recommendation has already been adopted. No further action required.

- #22 Establish college wide campaign to reduce conserve electricity. Rather than appointing a committee as recommended, the Council will take steps administratively. Vice President Henderson will talk with Dean Marginson and Maintenance about what could be done in this area. Consideration will be given to asking Narragansett Electric to make recommendations about reducing consumption and changing employee behavior.

- #28 Consider outsourcing help desk and printing. Consider use of template instead of printing stationery.
The question of outsourcing in appropriate areas will be a continuing topic of discussion. Nancy Abood will develop and disseminate a letterhead template for use by individual departments as appropriate as a mechanism for reducing print shop backlog.
- #33 This recommendation, which recommends that the commissioner of higher education form a task force to work toward increase in delegated purchasing authority, will be combined with #10 on page 3 (asking commissioner to study assessed fringe benefit rate) and #17 on page 4 (to ask commissioner to study feasibility of assuming payroll responsibility).
The President and Vice President Henderson will work with OHE on these issues.
- #39 This recommendation, involving lights in a particular room, has been done.
No further action required.
- #42 Recommendation seeks greater visibility for security officers at all campuses. Council agrees with the goal. Offices are being moved where feasible (Warwick, Providence). Vice President Henderson and Dean Marginson will ask that the officers make themselves more visible. The President also suggested asking law enforcement faculty for suggestions on how college can make people feel more secure. #46, installation of video cameras or card locks, will be considered as part of this item.
- #47 Provide appropriate staff with additional training in HVAC systems.
Council approved additional training as long as there are no adverse personnel implications. Dean Marginson will coordinate.
- #49 Develop policy regarding appropriate use of state vehicles.
Vice President Henderson will develop a policy for council review.

Council action on requests for appointment of committees to perform in-depth studies:

- #2 Explore energy savings via solar or wind energy.
Council placed recommendation on hold due to lack of in-house expertise to study the issue.
- #4 Consider hiring an employee to collect funds from students with outstanding balances.
It is a college goal to take over operations currently performed by AMS once Banner implementation is completed. Vice President Henderson will look at current cycles to see if receivables are “quite old” when assigned to a collection agency, as stated in the audit committee report.
- #11 Consider offering popular courses in unpopular slots as a mechanism for improving classroom usage.

College is already involved in a study/implementation of schedule changes that will improve usage. Vice Presidents DiMaria and Sherman will work on this initiative.

- #26 Purchase new vehicles to save money on maintenance.
Al Seigny will study this.
- #29 Recommendation to study ways to reduce overtime in maintenance and security will be expanded to include work productivity in all areas.
This will be combined with #31 and the three related recommendations to be addressed as part of a phase two review. Vice President Henderson will consult with staff as to whether a study of OT and productivity should be conducted by an internal committee or a consultant.
- #35 Improve student advising.
This is a large issue that is already emerging as a priority in both the self-study and as part of the strategic plan. The Enrollment Management Committee will be asked to consider this topic.
- #37 Together with #38, determine advisability of eliminating duplicate course offerings and/or limiting specific programs to one campus.
These recommendations will be referred to the Enrollment Management Committee for study.
- #54 Consider increasing revenues by establishing a food court.
The Council has decided not to pursue this option at this time.

Council action on items recommended for action after Banner System is implemented.

- #15 Operate a CCRI deferred payment plan.
This is a college goal after Banner implementation.
- #21 Implement pilot purchase card program for purchases below \$500.
Hold for consideration after Banner implementation.
- #24 Implement internet based time card for employees or employee id card based on electronic time clock.
Hold for consideration after Banner implementation.

Council action on recommendations to adoption in extreme financial position:

- #5 Pay off existing bonds for one-time cash influx of \$800,000
Hold.

Council action on recommendations to hold for future review:

- #8 Conduct study to determine if changing to a trimester would generate revenue.
Refer to Enrollment Management Committee, including consideration of summer expansion.

#9 Change to program based tuition policy
Council does not authorize further study at this time.

#16 Offer student discount for paying bills on time.
Council will not consider this option at this time.

Topics committee recommends be addressed as part of comprehensive phase two review:
These three recommendations were referred back to Vice President Henderson's area to be included in any study of OT/ work productivity.

Topics not recommended for implementation or study at this time:
Council agreed with committee recommendations.