

## Organizational Excellence Leadership Council Meeting Summary Tuesday, February 18, 2014

**Attendees:** Council: Chair, Bob Pianta; Virginia Evans, Thomas Gorski, Hossein Haj-Hariri, Erika James, Rich Kovatch, Jim Matteo, Christina Morell, Rick Myers, and; Ex Officio: Milton Adams, Nancy Rivers, Sarah Collie, and Lee Baszczewski, Guest: Anthony de Bruyn

**Absent:** Council: Chris Holstege, David Leblang (sabbatical), Liz Lyons, and Tamara Sole

### I. Brief Update on Ongoing Initiatives

#### A. Research Administration Process Mapping (Lee)

The Research Administration team is finalizing the requirements for the electronic proposal form and the budget functionality. The team has drafted the high-level mapping of the research “Idea to Closeout” process, as well as completed an assessment of the roles and responsibilities throughout the process. This will be used to complement the benchmarking results and address key issues.

#### B. Strategic Sourcing of Office Supplies (Lee)

The team reviewed proposals submitted by vendors and narrowed the field to the top three vendors. These vendors presented to the team, which included discounted price listings and a demo of their electronic catalogue. All vendors were questioned about their involvement in SWAM. The team then chose a “preferred” vendor. Procurement is negotiating with the vendor, after which they will present to the OELC the proposal and potential savings.

#### C. Facilities/Development Benchmarking Taxonomies (Sarah)

Facilities Management and Development were not included in The Hackett Group’s benchmarking of administrative services. The OELC benchmarking subgroup has been working with both units to develop a functional taxonomy and to gather comparative data. Facilities Management has finalized its taxonomy with a focus on Operations and Maintenance and Construction areas. Development is finalizing its taxonomy. Both units will present to the OELC in spring.

### II. Communication of Benchmarking Results

Communication of benchmarking results is key. OELC made suggestions regarding an effective communication program.