

**Organizational Excellence
Leadership Council Meeting Summary
Minutes for September 13, 2013**

Attendees

Sponsors: Pat Hogan (part)

Council: Chair, Bob Pianta; Virginia Evans, Thomas Gorski, Hossein Haj-Hariri, Chris Holstege, Erika James, Rich Kovatch, David Leblang, Jim Matteo, Christina Morell, Rick Myers, Tamara Sole; Ex Officio: Milton Adams, Nancy Rivers, Sarah Collie, and Lee Baszczewski

Absent: Sponsors: John Simon, Colette Sheehy, and Harry Harding

I. Review and confirm charge, roles, and responsibilities

The Organizational Excellence Leadership Council (OELC) reviewed the charge and charter.

II. Governance

The OELC discussed the variety of initiatives that are being executed throughout the University and the limitation that there is no one source which identifies or describes these considerable activities. It was suggested that the LC align closely with the Strategic Plan initiatives. There was agreement that the OELC needs to understand what initiatives are underway and asked the OE staff to inventory.

III. Reports from Subgroups

a. Engagement and Communication

At its first meeting, the subgroup discussed the charge and purpose of the group, how to communicate the OE program with the University community, provided feedback on the proposed OE website, and identified forums for engagement opportunities. They also endorsed the proposed *Tag Line: "Engage. Simplify. Enable the Mission."*

b. Benchmarking

At its first meeting, the subgroup discussed the charge and purpose of the group and details of the benchmarking project. Their charge is to serve in an advisory capacity for the benchmarking study by providing guidance and support and making recommendations about key elements of the project.

The subgroup recommended and the OELC endorsed the following about the benchmarking study:

- ask the schools to include all 'school-affiliated' foundations that share in some aspect of school operations
- create a custom benchmarking for facilities functions
- review the Development benchmarking study which was recently completed and determine if it replaces or reduces the level of participation in the current study.

IV. Opportunities

a. Voice of the Community Summary

A high-level analysis of the Strategic Plan, the Strategic Plan workgroup reports, and Paying Forward ideas revealed the top areas for improvement include: Finance, Human Resources, IT, Student Services, Development, and academic excellence. These areas align with those being addressed in the benchmarking study.

b. Strategic Sourcing

Eric Denby and John McHugh from Procurement Services addressed the Council about strategic sourcing. Strategic Sourcing is a tactic to aggregate the purchasing of commonly used supplies, equipment, and services in order to achieve more favorable pricing, as well as more effective service. The approach limits the number of vendors and/or the number of items, thereby increasing purchasing volume.

The strategy for Office Supplies is to utilize this strategy to leverage the increased volume to reduce costs. *The OELC supports the concept of strategic sourcing for office supplies which could provide an 8-10% savings to be passed on to the units and schools who purchased them. The OELC agreed to generally endorse this approach and Procurement will provide an update once the RFP contracts have been reviewed.*

c. Research Administration

Currently, there are multiple Research Administration improvement projects that need to be aligned around an improved streamlined process. Projects include the electronic Goldenrod, imaging, key Oracle software fixes, and sponsor reporting. The OELC has endorsed *OE staff to lead a cross functional team to map the current grants and award process from inception to closeout.*