

Staff Council Meeting - September 18, 2014
Library 407, 10:00AM

Minutes taken by Nora Allen Chapuis

- I. Call to Order by Brian McDonald at 10:02 a.m.
- II. Executive Committee Reports
 - a. President, Brian McDonald
 - General Information regarding enrollment
 - 14th Day Enrollment estimates = approximately 9157 students at UNO
 - Announcement of two guest speakers per today's agenda
 - b. Vice-President, Amanda Green
 - Reviewed "housekeeping information"
 - October meeting is pushed back to Tuesday of next month due to the scheduling of benefits meeting
 - Tuesday morning - Ron O'Rourke
 - Events meeting on 15th with Bill Guillory
 - Awards meeting following today's meeting - sign up is still available
 - Members & Elections - Next Thursday at 10:00 a.m.
 - c. Treasurer, Derek Rodriguez
 - This year's budget = \$2,750
 - d. Corresponding Secretary, Kendy Martinez
 - Website has been updated
- III. Committee Reports
 - a. Staff Concerns Committee
 - Met on Tuesday - Numbers are on website
 - b. Events Committee
 - (Bill Guillory) 5 members met on Monday
 - Committee would welcome more members
 - Working on events for Fall '14 and Spring '15
 - c. Awards Committee
 - d. Membership/Elections Committee
- IV. New Business - No new business reported
- V. Old Business - No review of old business
- VI. Guest Speaker: Warren Davis - V.P. of Facility Services

Mr. Davis shared that he is from Florida and has been at UNO for one year. An initiative is currently under way to outsource facility services, request for proposal (RFP) has been submitted.

 - Highlighted frequent questions/comments recently received by his area

- Cost savings is NOT the primary reason for outsourcing
- Primary reason is to improve services
- Benefits of outsourcing:
 - more resources will be available, can add to the baseline of number of employees, create better systems that aren't currently utilized at UNO
 - can provide better technology, training and expertise
 - will address a basic issue of ineffective succession planning - as employees leave, so does a wealth of knowledge
 - main outsourced areas will impact trades (painting, construction..) and custodial services
 - Capital planning will remain in tact
 - Impact on current classified staff - NO CHANGE per the RFP
 - Unclassified - No guarantee but will receive 1st opportunity to apply for jobs

- Measurements that will be used
 - Association of Physical Plant Administrators rates 5 service levels: 5=best, 1=least
 - UNO currently low with goal to get to level 3
 - Great need for preventative maintenance
 - Issue = old campus in need of constant repairs
 - Pitfall - may cost too much via RFP, cost still needs to be assessed
 - If RFP fails, processes for people and product evaluation will occur
- Status of RFP
 - Already submitted to State Purchasing Office, Currently under review
 - Contract would begin 1st of the calendar year if accepted
- Responses and elaborations from general discussion from meeting attendees
 - Current/Same Supervisors would do evaluations and company would have to follow state rules.
 - The dollar amount will define whether or not the outsourcing is doable.
 - The ceiling of funds for implementation - If the RFP requires twice the current budget, then outsourcing is not possible.
 - *Currently evaluating location of possible extra funding sources that may be required. If RFP is not successful, any "extra" funds that are available will be used for re-investing into services for improvement.
 - *Plan in progress to train current employees to provide better services.
 - *The outsourced company will determine the number of employees needed for each task/group.
 - *It is typically a year long process to evaluate and transition to another level.
 - *Point made by meeting attendees that the same square footage exists with half the people post-Katrina was not in agreement by V.P. Davis
 - *Reasonable expectations that contractor bids would be made by companies such as ABM, UNICO, A. Services, Aramark, Sodexo...
 - *Need to check RFP for inclusion of assurances that background checks are required as appropriate.
 - *Any comments regarding status of cleanliness of buildings should be directed to Ms. Le May.
 - *Any minimum qualifications of existing positions/employees will remain.

Guest Speaker: Dr. Brett Kemker
Vice President, Student Affairs and Enrollment Services

- Focus on concerns of local recruiting (LA level to local metro area)
 - Since 2009, UNO was losing 600-700 students often due to jobs in hospitality and/or management positions that had to leave the area.
 - Fall 2012, admissions criteria increased - another factor
 - Leakage stopped with more aggressive recruiting
 - Fall 2013 enrollment = 9323, Fall 2014 = 9225 with 100 deficit difference in graduate students
 - High school graduation rates fell by 11% and UNO has less eligible candidates.
 - UNO's share of LA's eligible graduates is 247. 80% of those are from Orleans/Jefferson parishes
 - Local graduates are a major priority - pool from 120 different high schools in the area. Fall 2013- tripled coverage with 3 recruiters
 - Areas split in 4 - 1. Local public & charter, 2. High achievement & dual enrollment, 3. Northshore, 4. Community based organizations
 - Implemented "Be a Privateer for a Day" program. Orientation Leader paired with visiting high school student.
 - Issue of direct mail process- UNO currently has no direct mailers to high schools due to high cost of maintaining. (Approx. \$4K for a weekly mailer process) In lieu of mailers, counselor luncheons offered to update high schools on UNO overall, utilizing alumni resources, President meeting with principals. Not all schools were permitting UNO to recruit, some are now.
 - Visited Baton Rouge area, started email campaign to 600 interested students. Visited 30 local high schools, UNO athletes visited those with high volume apps. and had pizza parties.
 - Overall effect = good public relations result, increased coverage of schools and people on the ground. Any advice on improvements are welcomed.
- Meeting attendees discussion resulted in the following responses:
 - Good idea to look at attending local high school ring ceremonies, increased radio advertising, use larger classrooms to encourage larger enrollment in courses, Academic Affairs will receive information re: UNO not showing up in "ranking majors" category in U.S. News & World Report online resource, getting assistance from UNO parents, high school faculty...
 - Additional recruiting tools - Blue attire at high school football games - V.P. Kemker already doing this), email Toni Slessinger with any ideas (tslessin@uno.edu), contacting students earlier in high school years, more camps are visible on campus now (e.g. LaCrosse)
 - Efforts to increase retention of continuing students include offices of FYE (First Year Experience, retention of transfer students up 4%, returning grads up 2%, centralized advising efforts to build academic community, dorms are full at 1,358, Lafitte, Privateer (94%), efforts in progress to bring adult students on campus

VII. Next Meeting - ~~October 16, 2014~~
Reminder that the next meeting is on Tuesday (October 14) due to the benefits fair.

VIII. Adjournment @ 11:00 a.m., motion seconded by Amanda Green