



**UCRA Meeting Minutes
September 13, 2017
The President's Conference Room
3:00 p.m. to 5:00 p.m.**

Members Present: D. Hareza (Convener), C. Beam, R. Day, C. Dietz, J. Dillon, B. Dolan, F. Navratil, N. Santilli, P. Shick, E. Swenson, S. Vitatoo, G. Weinstein, C. Wenzel

Excused Members: D. Kilbride

Recording Minutes: P. Chiller

1. UCRA Charter

D. Hareza discussed five topics the UCRA Committee will review and advise on as part of the Team's commitment to the university.

- Operating budget (New Academic Programs, Cost/Revenue Initiatives and annual operating budget)
- University Space (Reallocation of Office, Conference Room/Classroom Spaces)
- Property Acquisition/Divestiture (Long Term External Properties Strategy)
- Capital Improvements (Annual Project Prioritization and Budget)
- Technology Needs (Annual Project Prioritization and Budget)

2. Proposed Program in Substance Use Disorder Counseling

The committee discussed the proposed program at length. The consensus was the proposed program needed more specificity and clarity. In addition, there were some concerns raised about hidden costs of space, budgetary needs and the true potential for growth. There was an agreement to offer a continuing education program in Substance Use Disorder Counseling at John Carroll University and an approval for the pricing.

3. Cost Savings Initiatives

D. Hareza reviewed cost savings suggestions collected from staff and faculty in 2017, while highlighting the ideas the Senior Leadership Team has decided to initiate. The cost savings affect to date is \$400,000. Some of this savings will support retreats at the Jesuit House, since the university sold Thornacres and Carrollodge.

4. Restructuring Update

D. Hareza reviewed the staff involuntary departures and voluntary early retirements, including the number of individuals who self-reported finding new jobs. Turfscape was hired for grounds maintenance, due to resignations and retirements of 4/5's of John Carroll's grounds crew. C. Dietz expects significant quality improvement at slightly lower costs. D. Hareza will share savings from restructuring with the Board of Directors in one week and with the community on September 27th.

5. 2017 Financial Review and Outlook

John Carroll University's Auditors reported, the university's audit was clean and John Carroll University is in a solid financial position. Enrollment was slightly under budget, but transfers and freshman to sophomore retention improved. The Facilities Capital Spending dollars will increase in 2018 with plans for Infrastructure, Mechanical/Electrical and other Facility Services projects.

In 2018, Information Technology Services will be implementing Banner 9, Classroom and Learning Technology and Infrastructure maintenance. John Carroll University has collaborated with 4 other Jesuit Universities on the Banner 9 upgrade. C. Beam requested the addition of printers in the residence halls to improve the student experience. There was also a suggestion to improve the evening hours skill set at the Help Desk to help evening instructors, when the technology is not working. D. Hareza wants to know about technology problems, since he is responsible for Information Technology.

D. Hareza reviewed the schedule for future meetings with drafted topics. The UCRA meetings are scheduled to meet prior to JCU Board Meetings, to get the committees input on important issues before the board meeting.