



UCRA Meeting Minutes
May 1, 2018
The President's Conference Room
3:00 p.m. to 4:25 p.m.

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

Guest: Lou Genovese, Director of Purchasing

Excused Members: R. Day, B. Dolan, D. Kilbride

Recording Minutes: P. Chiller

1. Approval of Meeting Minutes from February 27, 2018

The Committee approved meeting minutes from February 27, 2018.

2. Update on 2017- 2018 Forecast

D. Hareza reviewed the 2018 forecast update. The breakeven March forecast has improved by \$400K, due to unfilled positions and additional operating cost savings. D. Hareza and J. Dillon have met with the Vice Presidents individually to identify costs budgeted earlier that will not be used. To date, \$150K has been identified as operating cost savings. D. Hareza will recommend to the Finance Committee to put this upside in Capital Reserve. The additional upside will bring JCU's capital reserve to \$2.6M.

3. Status of 2018-2019 Freshman Enrollment

D. Hareza reported the year to date freshman enrollment at 834 students with a possibility of reaching 874. John Carroll University has improved communications and focused efforts with major city visits. The yield of high level students is up with an average ACT score of 25.3 and the average GPA of 3.62. Although the discount rate of 68% is forecast, it may vary depending on the mix of students. Overall, all the boxes have been checked.

4. Review of Current Cost Savings Initiatives

There are no additional cost savings to the forecast \$300K. D. Hareza reviewed implemented cost savings, savings ideas being addressed and others for the next phase. The tuition exchange increase was too late to begin this year but is being considered. D. Hareza would like to continue a cost savings forum with the JCU Community.

5. Cost Savings Initiative: Travel and Entertainment

L. Genovese reviewed a plan to leverage spending for JCU travel. There is currently no formal policy in place for travel expenses or P-Card purchases. John Carroll is rewarded 1% on P-Card purchases, yet some employees still use their own credit cards for purchases and then request reimbursement. L. Genovese is working to identify employees without P-Cards and educate those

with P-Cards who are not using them for JCU purchases. Booking airline travel 12 days in advance is often the best rate and renting a car, when traveling more than 200 miles is less expensive than requesting mileage reimbursement on an employee's own vehicle. Another cost savings idea is to use Uber, Lift, Taxi or other reputable transportation services instead of park and fly services.

An analysis of implementing a travel agent is in progress. D. Hareza said a travel agency has perks, when flights get cancelled. Some UCRA members remembered using a travel agency in the past.

The proposed travel purchase policy should be out for review by the University Community before the end of June 2018. This policy will help provide parameters for employees, who will be traveling on behalf of John Carroll University. Based on 2017 data the projected savings for JCU is more than \$30,000 annually.