MEETING NOTES

Present: Stephen Schoonmaker, Amber Childers, Roger Coomer, Carla Crutchfield, Martin Eggensperger, Donna Hill, Blake Robertson, David See, Jill Houlihan.

Absent: Mike Kolb

The Meeting of the Cost Containment Team was called to order at 10:05 a.m. The following cost containment items were shared with the team:

1. The College is researching a virtual desktop initiative for the next fiscal year. Estimated cost savings would be $200 per computer.

2. The College’s lighting retrofit project has been completed. Cost savings for utilities will be monitored for data demonstrating the actual savings amount from the project.

3. The College’s work with The College Board has resulted in a new ability to automatically populate the various surveys the College receives. This will be a significant time-saving measure; actual cost containment levels will be reviewed and calculated for the next Cost Containment Team meeting.

For the next Cost Containment Team meeting scheduled for March, President Schoonmaker requested additional cost containment strategies from each member of the team. Additionally, as cost containment measures are implemented, actual saving (or containment) amounts are to be calculated for the College’s cost containment reporting.

With no other business for the team, the meeting adjourned at 10:25 a.m.

Respectfully Submitted,

Jill Houlihan
Executive Administrative Assistant to the President and Board of Trustees
College of the Ouachitas