

# A3 FORM

## ISSUE

Inefficiency and cost of renting caps/gown for faculty at each graduation.

## BACKGROUND

For many years, the SR Office has rented caps/gowns for faculty to wear at each graduation. This process involves getting measurements and attendance plans from faculty, along with sorting and organizing the gowns for pick-up. Faculty have complained that the caps/gowns are sometimes not as clean as they would like and are sometimes wrinkled if they are not picked up in a timely manner.

## CURRENT CONDITION

Inefficiency: Current process involves the Registrar sending an email to faculty to determine who will attend graduation and get measurements for new faculty. This results in approximately 100 emails going to the Registrar and the information being put into a spreadsheet to process the rental order. At times, some faculty do not respond or respond late. When gowns arrive, the SR staff must sort, organize, and issue gowns to the faculty. Faculty must come to the SR Office within a specific period to pick-up gowns.

Cost: Renting gowns for each graduation costs approximately \$3300. Graduations are held three times a year for an annual cost of \$9960.

## PROBLEM ANALYSIS

- Gowns are being rented each graduation, which requires input from faculty and sorting/issuing by SR staff.
  - Why? Must have knowledge of who will attend and measurements for rental gowns.
    - Why? In order to get needed caps/gowns and get them to faculty, SR staff are involved in handing them out.
      - Why? This is how it has been done for many years.
- Gowns are being rented through the bookstore, which is costly.
  - Why? This is just how it's been done for many years.
    - Why? No one has considered the cost benefit of purchasing,
      - Why? Assumption that it would be more expensive than renting.

## TARGET CONDITION

## TITLE Faculty Cap/Gown Purchase

Each faculty member will have his/her own cap and gown for graduation. Each faculty member will be responsible for maintaining the cap and gown.

## COUNTERMEASURES

Purchase cap/gown for each faculty member.

## IMPLEMENTATION PLAN

What:	Who:	When:	Outcome:
Get estimate of cost to purchase.	Registrar	August 2012	Cost analysis
Get approval to purchase 100 gowns	Institutional Officers	August 2012	Approval
Purchase caps/gowns	Registrar	November 2012	
Issue to faculty	SR Staff	December 2012	Ownership of cap/gown

## COST ANALYSIS (assuming gowns are used for at least 5 years)

Rental gowns:  $\$3300 \times 3 =$  annual cost of \$9960

Gown purchase:  $\$4000$  (one time investment  $\$4000/5 = \$800$  per year)

Yearly savings:  $\$9960$  rental costs- $\$800$  one time purchase =  $\$9160$  yearly savings

A savings of \$45,800 over a five year period after initial investment of \$4000

## COST

Time emailing, sorting, handing out (once only)  
\$4000 for purchase

## COST BENEFIT/WASTE RECOGNITION

- No need to contact all faculty prior to graduation and wait for response
- No time spent sorting, organizing, handing out caps/gowns
- One time cost of gowns versus yearly cost for 3 graduations.

## TEST

Fall 2012 graduation

## FOLLOW UP-- All personnel contacted

Andy Waters, Herff Jones  
Cheryl Post-Barnes & Noble Bookstore