

Recommendations from Campus Budget Summit February 12, 2009

Principle 6: Maintain a commitment to the use of technology when there is evidence of improved educational effectiveness and focus on a more efficient means of delivering services.

Academic Affairs: The issue of going green and “paperless” is an issue that one department already has committed to and is under active discussion by the Academic Council.

Student Affairs: This item is under review in the Division of Student Affairs. This includes responsible reduction of paper, increased electronic publication, reduction of paper printing costs; which will also include any other items brought up in the budget summit to create a more paperless environment.

1. Responsible reduction of paper with goal of 25% reduction in mailing costs and publications within two years and 50% reduction within four years.

Administrative Services: Potential for implementation. There is an impact on non-paper forms of communication/ documentation.

- increasing employee awareness that many printers currently on campus will perform double-sided printing; further, some printers need a minor device added on to enable double sided.

Administrative Services: Potential for implementation. Requires training at minimal cost.

University Advancement: University Communications employees are encouraged to print double sided and to avoid color prints.

- develop campus intranets to avoid having printouts at all. (Blackboard was called "clunky" for sharing purposes and not a true Intranet.);

Academic Affairs: already employs security protected intranet drives for shared documents.

Administrative Services: Requires further review. Possible application architecture changes for intranet.

2. Increase electronic publication to reduce paper/printing costs. Maximize electronic communication.

Academic Affairs: See above under Principle 6.

Administrative Services: Potential for implementation. May have impact on non-paper forms of communication/documentation.

Student Affairs: See above under Principle 6.

University Advancement: University magazine mailings will be reduced from about 60,000 to about 15,000 per issue.

3. Increase data imaging to save on paper.

Academic Affairs: See above under Principle 6.

Administrative Services: Potential for implementation but will require coordination. Increased usage of data imaging systems.

Student Affairs: See above under Principle 6.

4. Keep professional mailings; allow opt-out on non-professional announcements.

Administrative Services: Potential for implementation. Requires more review.

5. Use laptops at meetings.

Academic Affairs: See above under Principle 6.

Administrative Services: Potential for implementation. May require new applications and increased number of laptops.

6. Use centralized printers. Consolidate Xeroxing and copy centers and reduce photocopying.

Administrative Services: Requires further review and coordination amongst multiple administrative departments. May be inconvenient for departments to use centralized services.

Student Affairs: See above under Principle 6.

7. Set up departmental/divisional Blackboard 5 or similar sites for communication and document storage.

Administrative Services: Potential for implementation, Could impact portal usage and/or ID management for access rights and new collaboration software may assist.

8. Full implementation of Biz Flow software to handle travel requests, procurement, curriculum, etc.

Student Affairs: There are areas within the division that can utilize the Biz Flow software.

9. Delay adoption of upgrade to PeopleSoft 9.1 for at least one year beyond the current proposed migration date.

Administrative Services: Potential for implementation. However there are no plans for consulting resources or backfill so cost impact is minimal.

10. Use less paper on the educational side in all classes. Within two years 75% of all courses will no longer have paper – such as syllabus, assignments, etc.

Administrative Services: Potential for implementation need further review for method of storage capacity.

Academic Affairs: While this will not save much money, from a sustainability point of view it makes good sense and we will encourage faculty to give serious consideration to reducing paper usage. We will also be discussing additional sustainability initiatives in Deans Council March 17.

11. Require all managers and staff to have electronic signatures.

Academic Affairs: In process.

Administrative Services: Requires further review and coordination amongst multiple administrative departments.

12. Inter-department forms and communications should be on-line versus filling out forms/communications and physically turning them in.

Academic Affairs: Biz Flow is to facilitate this and we eagerly await completion of the curriculum process. Greater attention will be given to requests for information and annual reports in electronic formats.

Administrative Services: Potential for implementation requires further review must convert all forms from Informed Filler to web applications, possibility Bizflow. Need to assess storage impact.

Student Affairs: See above under Principle 6.