

## **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.**

1. Responsible reduction of paper with goal of 25% reduction in mailing costs and publications within two years and 50% reduction within four years.
  - 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.
  - develop campus intranets to avoid having printouts at all. (Blackboard was called "clunky" for sharing purposes and not a true Intranet.);
2. Increase electronic publication to reduce paper/printing costs. Maximize electronic communication.
3. Increase data imaging to save on paper.
4. Keep professional mailings; allow opt-out on non-professional announcements.
5. Use laptops at meetings.
6. Use centralized printers. Consolidate Xeroxing and copy centers and reduce photocopying.
7. Set up departmental/divisional Blackboard 5 or similar sites for communication and document storage.
8. Full implementation of Biz Flow software to handle travel requests, procurement, curriculum, etc.
9. Delay adoption of upgrade to PeopleSoft 9.1 for at least one year beyond the current proposed migration date.
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.
11. Require all managers and staff to have electronic signatures.
12. Inter-department forms and communications should be on-line versus filling out forms/communications and physically turning them in.