

Recommendations from Campus Budget Summit February 12, 2009

Principle 8: Examine processes and procedures which could be eliminated, suspended or performed in a different way which would contribute to cost savings.

1. Consolidate small departments.

Academic Affairs: Colleges/schools and departments will be encouraged to consider this option where appropriate.

2. Centralize Advancement/Development Operations; combine and reduce salaried development efforts in colleges.

University Advancement: Requires further review.

3. Require Deans and Associate Deans to teach.

Academic Affairs: Colleges/schools and departments will be encouraged to consider this option where appropriate.

4. Self-support non-general fund sources need to be provided with a level of flexibility – Specifically, the Division of Continuing and Global Education.

5. Use the campus for retreats.

Academic Affairs: This is being considered.

Student Affairs: Student Affairs already relocated their last Executive Management Team retreat to the campus and has scheduled their summer Leadership Team retreat in an on-campus location.

University Advancement: University Communication used a free off-campus community room.

6. Examine the contract with Federal Express as it relates to using international mail needing tracking. It is more costly to use Federal Express than it is to use the US postal system's International Priority Mail.

Administrative Services: Practical for implementation, provide current data on available options.

7. Streamline the employee dependent fee waiver process. Examine whether any University process or program can be further streamlined, or cycle time stretched out, such as was done for the previously annual RTP.

Administrative Services: Practical for implementation. Requires further review and extensive process redesign.

8. Explore the possibility of centralizing central alternate media services for instructional materials for library services and students with disabilities.

Academic Affairs: This is an interesting possibility and may be considered in future discussions within Academic Affairs/Library and Student Affairs.

9. Offer a central office/hours web site for all faculty and student services where every faculty/student services place their office hours. They should be posted in one place.

Academic Affairs: Students are most familiar with locating faculty office hours on syllabi and Blackboard websites, but Academic Affairs is willing to consider providing this information on an additional site in conjunction with Student Affairs professionals.

Administrative Services: Practical for implementation. Requires further review. Potential with new collaboration software.

10. Eliminate the exclusivity of Auxiliary Food Services on campus.

Administrative Services: Already doing. There is a process to request waiver from using University Dining Services for catered events on campus.

11. Examination of practices surrounding electronic media in lieu of paper/hardcopy supplies and their consequent cost savings.

Academic Affairs: Academic Council also will be discussing sustainability initiatives in Deans Council March 17.

- Paperless forms need to be editable (not just printable).
- Adopt a “Think before you print,” philosophy. Can electronic communication replace print material?

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

- Centralize photocopying contracts to reduce costs to departments; the service of photocopying should be bundled for university bid. As a correlate, investigate the use of centralized print centers. Ensure departments still have some choices for matching their program needs with available offers.

Administrative Services: Requires further review.

- Streamline the personnel evaluation process. Investigate use of paper reduction in the RTP/Student Evaluation/Peer Review/Staff Review process.
12. Investigate enhancing the recycling program, especially to the department level, to increase potential profit revenues.

Academic Affairs: We will also be discussing additional sustainability initiatives in Deans Council March 17

- Encourage purchase of recycled products and products that can be recycled.

Administrative Services: Practical for implementation. This has been examined and does not produce savings. The campus currently makes about \$24,000 per year from recycling. Additional efforts would require additional resources. Given the steep drop in metals and plastic prices over the last year, we might break even from additional recycling efforts. Administrative Services will continue to work on expanded recycling opportunities.

Purchasing recycled products and those that can be recycled is something that we are encouraging across the board – but again, not for financial savings. Typically these items cost more.

University Advancement: Need to be aware that recycled products may cost more than ordinary products. We found that to be true with the ‘green’ paper for the magazine.

13. Investigate the possibility to deliver the mail once a day, to free the staff to other duties (potentially collecting recycling materials).

Administrative Services: Doable. Requires further review.

14. Look at the infrastructure of the Energy Management System to investigate reduction of heating/cooling costs. Investigate consolidation of programs over the summer to close some buildings or dramatically increase temperatures in some buildings identified as “low use.”

- Investigate the use classroom scheduling to consolidate summer courses into one (or a few) building(s), reducing classroom use in other buildings.

Academic Affairs: Already done. However, there are many non-course demands on buildings in the summer.

- Expand solar panel use on campus.
- Build more photovoltaic parking facilities in collaboration with industry.
- Evaluate energy usage lamps, computer labs – improve A/C and heat rebates.

- Further encourage employees to turn their computers off overnight, and check control panel settings so that hard drives and monitors will automatically go into power saving mode after some hours of nonuse.
- If certain offices or buildings or functions are granted exceptions from the summer energy shutdown at 3:30 PM, review whether the exceptions are still valid.
- Determine if a heat shielding window film has been placed on all possible west and south facing windows, to lessen heat buildup from the summer sun.

Administrative Services: Requires further review.

- *Facilities Management has known for some time that the EMS is not functioning to its potential – the technology has improved. This project is currently part of the campus Infrastructure Improvement Project listed for design in 2011/12.*
- *Raising temperatures will aid in low use buildings; however, this will be an inconvenience to visitors using the facilities.*
- *Phase II of the Solar project is under evaluation.*
- *Use of EMS for scheduling would allow for power savings on distributed desktops; potential savings for data centers, but considerable startup costs.*

15. Modify program review to allow reviews by National Accrediting bodies to count as program review.

Academic Affairs: Modification of APM 220 is under discussion in the academic senate to facilitate the use of accrediting reviews in the program review process.

16. Create a campus ‘Craig’s List’ for office equipment and supplies that are no longer needed, and propose suggestions for cost reductions.

Administrative Services: Practical for implementation. This could become a part of Surplus Sales.

<http://www.publicsurplus.com/sms/csufresno.ca/browse/allcat>

17. Evaluate all maintenance contracts on a regular basis.

Administrative Services: Practical for implementation. If campus standardized on one supplier of copiers, printers, etc., then we could negotiate quantity discounts for service agreements.

18. Use Web meetings to reduce travel.

Academic Affairs: TLT and Digital Campus already have expressed willingness to assist others on campus in facilitating Web meetings.

Student Affairs: The division will further review this suggestion.

19. Can commencement ceremonies held at Save Mart Center avoid the cost of renting a concert quality sound system, and instead use the building's built-in public address system.

Student Affairs: We have compared the Save Mart Center in-house sound system for a commencement ceremony with the vendor sound system that has been used at our commencement, and there is a distinct difference in the quality of the sound. It has been reviewed and determined that the importance of this ceremony requires the quality of sound provided by our current vendor. That vendor has gone through previous bid processes and has always been the lowest bidder. Another review of available vendors will take place prior to the 2010 commencement.