

## **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.
2. Centralize Advancement/Development Operations; combine and reduce salaried development efforts in colleges.
3. Require Deans and Associate Deans to teach.
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.
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.
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.
8. Explore the possibility of centralizing central alternate media services for instructional materials for library services and students with disabilities.
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.
10. Eliminate the exclusivity of Auxiliary Food Services on campus.
11. Examination of practices surrounding electronic media in lieu of paper/hardcopy supplies and their consequent cost savings.
  - Paperless forms need to be editable (not just printable).
  - Adopt a "Think before you print," philosophy. Can electronic communication replace print material?
  - 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.
  - 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.
  - Encourage purchase of recycled products and products that can be recycled.
9. Investigate the possibility to deliver the mail once a day, to free the staff to other duties (potentially collecting recycling materials).
10. 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.
  - 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.
11. Modify program review to allow reviews by National Accrediting bodies to count as program review.
12. Create a campus ‘Craig’s List’ for office equipment and supplies that are no longer needed, and propose suggestions for cost reductions.
13. Evaluate all maintenance contracts on a regular basis.
14. Use Web meetings to reduce travel
15. 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.