Cost Containment Task Force:

The Process Sub Task Group met on Wednesday, March 25, 2009 from 7:00 am to 9:00 am to discuss the potentials for process changes that could result in cost savings, cost avoidance and cost containment. Additional discussion of the initial suggestions by the sub task group by the full Cost Containment Task Force will be beneficial. An additional meeting was held on Monday, April 20, 2009 from 8:00 am to 9:00 am to further review our suggestions which include:

Implement Now:

- Initiate a policy to turn off computers, monitors and printers during non working hours and days (some exceptions are likely). Educate the University community about actions that have already been initiated regarding energy conservation and other cost containment measures.
- Initiate a policy that duplex printing is the University’s standard.
- Eliminate service redundancies, specifically items currently provided in paper and electronic formats (phone book, class list, schedule of classes, grade books).
- Reduce campus mailings and review the practice of mailing multi-color mailings.
- Close campus buildings no later than 10:00 pm.
  - The result would be that building could be placed in non occupied status with energy savings. (if the custodial hours were adjusted to end no later than 9:30 pm, savings in shift differential could be realized).
- Prohibit the use of space heaters on campus unless there is a medical reason or if the building minimum set point cannot be maintained.
- The use of fans is an acceptable method of moving air to enhance cooling.
- Each campus unit/department should complete an analysis of printer use and look for options to reduce energy use and avoid printer replacement costs (potential for centralized printing to reduce the number of printers).

Recommend additional research and discussion:

- Close academic buildings during breaks in the academic schedule (Spring break; Thanksgiving break; Holiday break).
  - Buildings can be placed in non occupied status and energy costs avoided.
  - Considerations will need to be given regarding staff who currently work during certain breaks.
- Change the academic calendar work week to 8:00 am to 4:30 pm with a 30-minute lunch break.
- Adjust summer hours to 7:30 am to 4:00 pm with a 30-minute lunch break.
- Evaluate a “compressed semester” increasing the weeks of reduced operations in August, December, and May.
- Consolidate evening classes in fewer buildings (CBB; MSH & SEC).
  - Energy savings for buildings placed in non occupied status earlier in the evening hours.
• Consider a printer to staff ratio policy that would determine the number of printers each unit/department would be allowed.
• End classroom instruction no later than 9:00 pm.
  ○ There would be energy savings by placing buildings in non occupied status earlier in the evening and still support evening classes beginning at 6:00 pm.
• Change the low enrollment limits on courses from the 15/10/5 pattern to 20/15/10 students.

Recommend for further review as it may involve governance issues:
• Investigate the feasibility of a 4-day instructional week with M/Th and T/F class schedules. Classrooms will not be used on Wednesday.
• As a comprehensive university with the emphasis on undergraduate education, the standard teaching load should be nine hours each semester. Faculty evaluations should reflect the appropriate teaching, research and service balance.
• Operate summer sessions through Continuing Education, including faculty compensation.
• Initiate a study regarding the potential to reduce costs through outsourcing or partnering to include the Student Health Center, Police and Dispatching, Parking Operations, Utilities and Motor Pool. Also include the potential to utilize insourcing as an option to do assessment specific studies or research.
• Require that undergraduate majors cannot exceed 55 hours in length.
• Require that the LAC may not be more than 39 hours in length by dropping Personal Wellness and Capstone.