

Cost Containment Items

Approved by Chancellor's Council 2/11/13

Utility Savings

1. Add more facilities to energy management systems.
2. Make sure someone in each department is responsible for turning out the lights in classroom buildings when leaving at the end of the day or when area is not in use.
3. Encourage employees to turn off all electronic devices at end of day.
4. Install signage at entrances discouraging use of automatic door openers by individuals not handicapped.
5. Install motion-sensor lighting where applicable.
6. Encourage employees to use only necessary lighting in larger rooms with multi-patterned, multi-switched lighting.

Travel

1. Encourage employees leaving and returning to campus within the same day use a motor pool vehicle if one is available.
2. Encourage employees to car pool to off-campus events whenever possible.
3. Teleconferencing whenever possible instead of sending employees to Heber or Searcy and vice/versa.

Academic

1. Encourage distribution of syllabi electronically

Technology

1. Reduce bandwidth costs with the use of the ARE-ON network for the Beebe campus.
2. Increase the number of years in the replacement rotation in all computer labs.

Procurement

1. Evaluate possible use of networked copiers and laser printers to reduce the use of desktop printers.
2. Create a central file on the intranet for furniture, chairs, file cabinets, etc. so other departments can re-use what we already have rather than order new.
3. Encourage Pcard use for all office supply orders from Office Depot.

Other

1. Reduce summer mini-gym hours as very few students use it during that time. (Research further)
2. Email billing statements to students. (Approved pending a determination of how to inform students about using their email accounts)
3. Limit student printing in library, learning center and open access computer labs.

Items Suggested Already Being Implemented

1. Retrofit buildings for more energy efficiency-expand low flow water taps into all restrooms.
2. Update inefficient HVAC systems in Latimer Building.
3. Install waterless appliances and other energy saving bathroom appliances for remodel projects.
4. Continue to monitor class sizes.
5. Offer summer classes on a Monday-Thursday schedule.
6. Increase use of adjunct faculty and temporary staff.
7. Increase collaboration with other higher education institutions.
8. Initiate textbook rental programs.