

ASU-Beebe Cost Containment Committee
Minutes
October 12, 2012

The committee met at 10:00 A.M, Friday, October 12, 2012 in the John Deere Room of the Beebe Student Center. The following members were present: Jerry Carlisle, Jerry Thompson, Bob Mitchum, Stephanie Creed and Carroll Moody. Absent were Jeff Baggett, Michele Supratman and David Jones.

The minutes of August 7th were distributed before the meeting for review. Motion was made by Stephanie Creed and seconded by Carroll Moody to approve the minutes. Motion carried.

The committee started by picking up from the last meeting whereby cost containment items were discussed and reviewed for inclusion or deletion to a list that would be proposed to the Chancellor's Council for implementation. The sections grouped for Technology, Procurement and Other were reviewed. Discussion was held on each item to determine if there was cost saving potential for the item, if the committee supported the item, or if the item was already implemented. From these three sections the committee removed twelve items for lack of support, three were determined to already be in implementation and one was delayed for further study.

At completion of the review the chair led the committee through a recap of the entire list to determine if members were in agreement on the items left for submission to the Chancellor's Council. No changes were made. The chair will distribute the edited list to members for final review. If no changes are made the chair will submit the list to the Chancellor's Council for study, approval and implementation.

Motion to adjourn was moved by Stephanie Creed and seconded by Jerry Thompson at approximately 11:45 AM. Motion carried.

Cost Containment Items

Unduplicated Items for Discussion and/or Recommendation

Unduplicated and categorized items compiled from member lists are as follows.

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 faculty and staff 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. If several employees are going to the same meeting or seminar they should car pool together.
3. Teleconferencing whenever possible instead of sending employees to Heber or Searcy and vice/versa.
4. Eliminate the practice of staying overnight for trips 50-miles (one-way) or less.

Academic

1. Encourage distribution of syllabi electronically
2. Do not add additional sections of classes due to full classes; force enrollment in courses at unpopular time or instructor.

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 beyond three years.

Procurement

1. Evaluate possible use of networked copiers 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. Mandate 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.
2. Email billing statements to students.
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.