

ASU-Beebe Cost Containment Committee
Minutes
May 29, 2012

The committee met at 2:00 P.M, Tuesday, May 29, 2012 in the Stephens Room of the Student Center. The following members were present: Jerry Carlisle, Bob Mitchum, Jerry Thompson, Jeff Baggett, Michelle Supratman, David Jones, Carroll Moody and Stephanie Creed.

The minutes of April 27th were distributed before the meeting for review. Motion was made by Jerry Thompson and seconded by Jeff Baggett to approve the minutes. Motion carried.

At the last meeting the committee members were asked to prepare lists of potential cost saving ideas to share with members. Lists were presented by Jeff Baggett, Jerry Carlisle, David Jones, Bob Mitchum, Michelle Supratman, and Jerry Thompson.

The unduplicated items presented for discussion were as follows.

- Save paper by making more, if not all, feedback online.
- Automatic light switches (motion sensors).
- Limit amount of lighting in the hallways during the daytime and have lights on in the evening.
- Look at 4 day summer work days.
- Consolidate office spaces during the summer to one area or building to conserve more energy.
- Get the air conditioning fixed in the nursing building so that the classrooms don't have to freeze or burn for the offices to be cooled or heated (Searcy).
- Set up an "internal" webpage (like Craigslist) where everyone can post unused and or outdated supplies that might be utilized by other departments.
- Go paperless.
- Print on both sides of paper.
- Programmable thermostats.
- Shut down computers at night before leaving.
- Upgrades of fluorescent fixtures and more efficient light bulbs.
- Sell corrugated packaging and Styrofoam to recyclers.
- Ask power companies for assistance with energy audits.
- Allow employees to work at home part-time.
- Administrative reviews to find ways to streamline mailing, purchasing, payroll, leave entry, and grade reporting.
- Restructure/reduce departments, divisions, programs and staff.
- Increase class size.
- Increase use of adjunct faculty and temporary staff.

- Implement performance contracts.
- Increase collaboration with other higher education institutions.
- Initiate textbook rental programs.
- Use energy management systems.
- Seek funding from outside sources.
- E-book usage with syllabi, course information, etc.
- Monitor low enrollment programs.
- Network copiers.
- Evaluate idle equipment that might be utilized elsewhere.
- Work to raise level of awareness/incentive system.
- Designate someone in each department to be responsible for turning out the lights at the end of the day or when area is not in use.
- Mandatory use of motor pool vehicles.
- Require carpooling when employees are going to the same destination.
- Teleconferencing whenever possible instead of sending employees to Heber/Searcy and vice versa.
- Post syllabi on Blackboard and use the classroom computer to project it on-screen during the first day of class instead of printing a copy for each student.
- Create an online cost containment form (with online submissions) in order to encourage faculty/staff to suggest changes when they become aware of inefficiencies.
- Reduce summer mini-gym hours as very few students use it during that time.
- Offer faculty/staff financial incentives to take advantage of fitness hour in order to reduce insurance costs.
- Eliminate unnecessary student workers (especially for faculty).
- Close England Center during the summer.
- Email billing statements to students.
- Reduce bandwidth costs with the use of the ARE-On network for the Beebe Campus.
- Do not add additional sections of classes due to being full; force enrollment in courses at unpopular time or instructor.
- Utilize ID badges rather than uniforms for staff.
- Eliminate the practice of staying overnight for trips 50-miles (one-way) or less.
- Cut out non-essential travel.
- Evaluate the need to re-fill a position when it vacates.
- Limit student printing in library, learning center and open access computer labs.
- Increase number of years for rotation of computers in labs.
- Install signage at entrances discouraging use of automatic door openers unless the individual entering is handicapped or is carrying large items.
- Update inefficient HVAC systems in Latimer Building.
- Allow Heber Springs campus computer services to purchase from local or lower-priced vendors rather than being limited to preferred vendors.
- Streamline hiring process by requiring less travel between Heber Springs and Beebe campuses.

Committee members reviewed the lists presented by members to screen them for applicability for cost savings. Four lists were reviewed before running out of time at approximately 3:20 PM. Committee agreed to pick up the next meeting with the two remaining lists.

The next meeting was scheduled for Tuesday, June 19th at 2:00 PM in the Stephens Room of the Student Center.

Motion was made by Bob Mitchum and seconded by Stephanie Creed to adjourn at 3:25 P.M. Motion carried. Meeting adjourned.