

ASU-Beebe Cost Containment Committee
Minutes
August 7, 2012

The committee met at 2:00 P.M, Tuesday, August 7, 2012 in the John Deere Room of the Beebe Student Center. The following members were present: Jerry Carlisle, Jerry Thompson, Jeff Baggett, Michelle Supratman, David Jones, Bob Mitchum and Stephanie Creed. Carroll Moody was absent.

The minutes of June 19th were distributed before the meeting for review. Motion was made by Stephanie Creed and seconded by Jerry Thompson to approve the minutes. Motion carried.

The chair distributed a copy of the Chancellor's Charge to the Committee to remind members of the objectives of the committee. The chair pointed out the committee was to recommend cost saving ideas to the Chancellor's Council for review, study and approval by the Council. Implementation would be determined by the Council.

At the June 19th meeting the committee finished reviewing cost containment lists submitted by individual members. The committee agreed the individual lists, after screening by the committee, would be consolidated into one unduplicated and categorized list would be prepared by the Chair and distributed to members. The list was emailed to members on June 29th. (Attached) The categories were Utility Savings, Travel, Academic, Technology, Procurement, and Other (Miscellaneous).

The next step in the process would be for members to have detailed discussion on each item and determine if the item would have true merit in saving dollars. The committee began that process by reviewing the sections labeled Utility Savings (10 items), Travel (4 items), and Academic (8 items). The committee determined 5 items were already being done, 2 items were consolidated, and 4 items were dropped from the list.

The committee agreed to review the Technology, Procurement and Other sections at the next meeting. The goal is to finish review and compile the final list for the Chancellor's Council at the next meeting.

The next meeting will be held in late September. Committee agreed to adjourn at approximately 3:45 PM.

Cost Containment Items

Unduplicated Items for Discussion and/or Recommendation

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

Utility Savings

1. Use energy management systems. MS
2. Make sure someone in each department is responsible for turning out the lights in the classroom buildings when leaving at the end of the day or when area is not in use. JT
3. Retrofit buildings for more energy efficiency-expand low flow water taps into all restrooms. DJ
4. ACH has requested all employees turn off not only computers but monitors at end of day. DJ
5. Install signage at entrances discouraging use of automatic door openers unless the individual entering is handicapped or is carrying large items. JB
6. Update inefficient HVAC systems in Latimer Building. JB
7. Install motion-sensor lighting in Latimer Building. JB
8. Communicate to faculty and staff the importance of turning off video projectors, TV's, computers and other electronic devices when not in use. JB
9. Encourage faculty and staff to use only necessary lighting in larger rooms with multi-patterned, multi-switched lighting. JB
10. Install waterless appliances and other energy saving bathroom appliances for remodel projects. JC

Travel

1. If an employee is leaving campus and returning within the same day make it mandatory the employee use a motor pool vehicle if one is available. JT
2. If several employees are going to the same meeting or seminar they should car pool together. JT
3. Teleconferencing whenever possible instead of sending employees to Heber or Searcy and vice/versa. DJ
4. Eliminate the practice of staying overnight for trips 50-miles (one-way) or less.

Academic

1. Increase class size. MS
2. Continue to monitor class sizes. BM
3. E-book usage with syllabi, course information, etc. BM

4. Continue to monitor low enrollment programs.
5. Post syllabi on Blackboard and use the classroom computer to project in on-screen during the first day of class instead of printing a copy for each student. DJ
6. Expand new courses offered online, especially in the summer when we have numerous non-degree seeking students. DJ
7. Do not add additional sections of classes due to full classes; force enrollment in courses at unpopular time or instructor.
8. Offer summer classes on a Monday-Thursday schedule.

Technology

1. Network technology equipment. SC
2. Reduce bandwidth costs with the use of the ARE-ON network for the Beebe campus. JC
3. Increase the number of years in the replacement rotation in computer labs. JC

Procurement

1. Evaluate possible use of networked copiers. BM
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. JT
3. Mandate Pcard use for all office supplies. SC

Other

1. Restructure/reduce departments, divisions, programs and staff. MS
2. Increase use of adjunct faculty and temporary staff. MS
3. Increase collaboration with other higher education institutions. MS
4. Initiate textbook rental programs. MS
5. Work to raise level of awareness/incentive system. BM
6. Create an online cost containment form (with online submissions) in order to encourage faculty/staff to suggest changes when they become aware of inefficiencies. DJ
7. Reduce summer mini-gym hours as very few students use it during that time. DJ
8. Offer faculty/staff financial incentive to take advantage of fitness hour in order to reduce insurance costs. DJ
9. Eliminate unnecessary student workers (especially for faculty). DJ
10. Email billing statements to students. DJ
11. Streamline hiring process by requiring less travel between Heber Springs and Beebe campuses. JB

12. Utilize ID badges rather than furnishing uniforms for staff. JC
13. Limit student printing in library, learning center and open access computer labs. JC