

**KANSAS STATE UNIVERSITY
BUDGET INITIATIVE
BUDGET REDUCTION SUGGESTIONS**

Utility Efficiencies Savings

Utilize newer, cost efficient, bulbs

Generate utility savings by incorporating positive human behaviors such as turning off lights when you leave the room or turn off electronic devices such as computers when you leave at night

Increase indoor air quality and thermal comfort in order to save on utility bills

Install motion sensors and automated systems for lighting

Ban smoking on campus to save on the resources needed to clean up the cigarette butts and urns.

Close the University during the week between Christmas and New Years in order to reduce utility costs

Evaluate outsourcing utility and facility related support on a contract-based system like we currently use for computer vendors

Increase the University's electrical generation capacity with a co-generation contract with Westar.

Utilize wind and solar energy generation on campus.

Convert landscaping to xeriscape to reduce water usage

Evaluate the lighting usage at the football stadium, such as schedule day games, use smaller portable lights during practice

Install programmable thermostats in all buildings

Distribute custodial help through the day

Utilize electrical vehicles, horses, and bikes for transportation on campus

Conduct a university wide energy audit to identify potential savings

Encourage students, student groups, faculty, and staff volunteerism for landscaping, painting, collecting recyclable materials, design work, and other professional assistance

Utilize water recycling /rain collection

Water lawns only when needed

Replace all the window air conditioner units on campus with new, modern, energy-efficient one

Replace old inefficient windows in all buildings across campus

Install more green roofs

Reduce or eliminate the number of personal refrigerators, microwaves and other personal appliances that employees have in their work spaces in order to reduce electrical usage.

Separate and collect organic trash for use as fuel in an incinerator

Implement energy free days that rotate among the buildings in which all lights, air conditioners, etc are turned off. Considerations should be made for labs.

Establish building monitors who are responsible for ensuring energy efficiencies in the building (windows are appropriately closed, lights are off when not needed, window air conditioners are off when not needed, etc.)

Facilities Evaluation

Outsource for all building maintenance, renovations, and enhancements, janitorial services, waste management and storeroom

Contract an energy services company to provide power to the university - with a preference towards clean energy.

Reduce landscaping and/or use more sustainable landscaping. Use University experts for assistance in this area and investigate the possibility of a 'green' tax credit or refund that might be available from the federal government

**KANSAS STATE UNIVERSITY
BUDGET INITIATIVE
BUDGET REDUCTION SUGGESTIONS**

Remove or reduce the requirements to use the Division of Facilities for building construction and maintenance projects.

Vacuum more frequently in order to prolong the life of the carpets and save on replacement costs

Consolidated space so that a building could be closed and cost savings could be realized with reduced utilities and staffing costs

Combine redundant administrative offices and increase efficiencies in all administrative offices

Expand classroom options on campus to include non-traditional spaces.

Conduct a space audit, by a neutral party, to ensure that all space is being utilized most efficiently

Ask employees to dump their own trash and recycling to save on custodial costs

Mow less often and cut back on irrigation

Streamline Division of Facilities structure and methods. Look to maximize cost effectiveness and efficiencies

Review recycling processes so it is easy and efficient for employees to recycle

Remove outdoor trash cans to save the resources required to empty them

Place Division of Facilities employees on a standard 8am - 5pm work schedule to reduce costs

Examine use of student groups/campus clubs to collect recyclables or perform maintenance tasks

Eliminate staffing redundancies within the departments of Facilities and Public Safety. There is a Facilities Safety Director as well as a Director for the Public Safety department

Eliminate the requirement of uniforms within the Division of Facilities

Eliminate the requirement of having all new hires and many other employees within the Division of Facilities be certified to do asbestos work. Many Facilities employees are currently certified but they never perform asbestos work

Eliminate the hiring of more administrators within the Division of Families while the unit has over 200 vacant positions still open

Hire Energy Efficiency and Pollution Prevention interns from the Engineering Extension Pollution Prevention Institute (<http://www.sbeap.org/content/internships>) in order to provide student jobs and save energy.

De-mechanize much of our janitorial and landscape maintenance activities to reduce the use of fossil fuels and improve air quality

Encourage facilities planning to use more open bidding instead of deferring to one or two hand picked 'on call' contractors.

Require Campus Mail Service to deliver mail to more than one departmental location.

Analyze the mail service to look for efficiencies. Many departments have their own runners to deliver to various buildings because campus mail is too slow and unreliable.

Reduce pick-up to once a day

Centralize building upgrades, expansions, and renovations to help units spend their capital project dollars in ways that will help with the overall energy needs of the campus or overall long term sustainability, long term planning for sustainability and energy efficiency

Eliminate/Reduce street cleaning (if it is paid for by the university).

Do not cut the budget for maintenance items in order to maintain our assets, keep them in good condition, and save on replacement costs

Seek input from Division of Faculties employees on prioritizing maintenance needs

Analyze and prioritize painting and maintenance jobs across the campus to ensure cost efficiencies

Remove paper towel dispensers in restrooms to save on costs and increase the sanitation of the restrooms

Halt construction of new facilities unless accompanied by maintenance and utilities funding

Hire contractors who stick to projected completion dates with there being steep penalties for every week they go beyond the contracted date of completion

Evaluate the effectiveness of the motor pool and consider outsourcing

Evaluate effectiveness of hybrid cars in motor pool

**KANSAS STATE UNIVERSITY
BUDGET INITIATIVE
BUDGET REDUCTION SUGGESTIONS**

IT Evaluation

Require laptops for all students in order to eliminate computer labs and convert the space to classrooms

Evaluate central computer labs and departmental labs for consolidation or use as multipurpose labs. Consider offering virtualized software

Eliminate or reduce free printing for students in computer labs

Encourage faculty to develop online free textbook replacements for courses

Encourage/provide training to faculty on how to use google docs & open office so students don't have to purchase Microsoft office.

Evaluate centralizaion of IT services in order to get rid of unnecessary duplication

Do not require service indicators (formerly known as advising flags) to be flipped more than once per semester. After a student sees their advisor these indicators should be changed allowing students to enroll, drop, etc. at their pleasure for that semester. The current (new since ISIS) policy requiring multiple advisor flag flipping is a huge waste of student and faculty/advisor time

Evaluate the cost effectiveness of K-State Online and other technology units that could be replaced with companies like Blackboard

Revise K-State's accounting system be modified to allow for partial tuition waivers with the remaining tuition and fees billed directly to the student.

Establish a centralized computer system for University Compliance Office to reduce paper usage and labor in copying. Have electronic protocol submission and tracking

Increase electronic funds transfer for student refunds

Develop an electronic interface or electronic upload of Division of Continuing Education classes from EIS to iSIS

Host Zimbra and Merit locally to save on costs

Use iSIS to manage work flow throughout campus, eliminate printed forms through an iSIS forms approval process, streamline manual processes of communication with iSIS 3 C's, and stop the IT and reporting support of shadow systems throughout campus

Establish only one central computer service and supplies for campus

Cancel faculty phone services -- move to internet service only

Allow departments to purchase their phones instead of leasing them from Telecom in order to save on expensive phone line charges and other fees

faculty have cell phones and communicate via email more than by phone.

Outsource telecommunications

Switch all landline to voiceover IP (skype)

Eliminate landline service to the residence halls and provide only one courtesy phone for each floor of each residence hall for emergency purposes

Examine the elimination of universal e-mail for students and utilize Google to provide free email service (<http://googleblog.blogspot.com/2009/09/five-million-students-going-back-to.html>) (<http://chronicle.com/blogPost/Boston-College-Will-Stop/4390>)

Greater investigation of university software licensing practices, enterprise software, and use of open source software

Digital output should become the standard/default to reduce the use of printers/copiers/toners/ink/paper

Reduce the frequency of revising K-State Online in order to uses the those staff hours to carry out other IT functions and increase efficiencies

Investigate the possibility of upgrading network infrastructure on campus with enterprise class equipment that we may already have or plan to purchase that is less expensive and or with companies that would work better with us as a branding partner

Consider not updating computers and software if existing ones are still performing

Create a uniform website by utilizing a Content Management System in order to reduce faculty/staff time spent creating and maintaining website content, eliminate many points of information duplication that exist and improve K-State's public image and online web presence

**KANSAS STATE UNIVERSITY
BUDGET INITIATIVE
BUDGET REDUCTION SUGGESTIONS**

Utilize Ubuntu on all university computers instead of Microsoft Windows. This would save in costs paid for operating systems and cut down on the number of viruses spread throughout the university community

Expanded IT's procurement of site licenses of software to include more research software like SAS, NVio, etc. to save revenue across the university

Evaluate departmental servers for redundancy

Department servers could be virtualized and brought internal. More secure, more redundancy. Offer incentives to department

Standardize desk-top and other technology so support to be more cost effective - fewer platforms to support

Expand and upgrade the central data center in Hale so that departments with research computers/clusters can locate them there in order to eliminate the need for smaller redundant rooms around campus that are less efficient to cool, and require their own power generation. It would also save precious space for departments.

Conduct a comprehensive audit of information technology services, including staffing and operating procedures, to determine the functions that remain necessary to support the core mission of the university and to ensure efficiencies

Lease IT infrastructure (Amazon Cloud computing) rather than buying and maintaining equipment that becomes obsolete in 3-4 years

Do more consulting across campus as they make IT decisions. Everything does not need to be automated if it can be done more cost-effectively a different way, e.g. using student labor

Eliminate high tech classrooms-provide faculty with laptops & projectors

Evaluate IT staffing and look for duplication and positions which can be reduced

Hire a Chief Information Officer

Evaluate the effectiveness of laptops with docking stations in departments

Increase efficiencies in the use of computer and database resources by rank and file office personnel across campus. Many operations in the Academic and Administrative offices are still using archaic data management practices and there are redundancies among offices handling student and employee information

Streamline e-mail communications for campaigns sent to prospective students (via Talisma in Admissions). The process involve too many people, too much paper and it is very clunky and overly complicated

Examine Human Resource Practices

Examine phased retirement practices, possibly encouraging early participation and shortening duration

Look into standard and/or deferred payment retirement buyouts or other incentives for early retirement

Educate medicare eligible employees on health care insurance options in retirement

Allow less than 4% retirement contributions to decrease matching expenses

Offer incentives for employees to work part-time, possibly including keeping full benefits

Reduce retirement leave payouts

Eliminate tenure

Eliminate some or all mailed pay vouchers

Consider a policy to establish a maximum amount to be spent for recruiting new hires

Allow voluntary LWOP without affecting GHI coverage and other benefits

Review process in place for changing from exempt/non-exempt and unclassified/classified positions

Cross-train employees

Increase flexibility in hiring, firing, and transferring employees

Increase flexible scheduling of classified non-exempt employees to eliminate overtime

**KANSAS STATE UNIVERSITY
BUDGET INITIATIVE
BUDGET REDUCTION SUGGESTIONS**

Institute electronic recruitment process to eliminate paper/reduce time spent
Require direct deposit for all employees
Review tenure and employee retention policies to keep productive employees and let non-productive ones go
Institute electronic process for student payroll and classified evaluations
Evaluate current utilization of student employees within the departments
Evaluate spousal hires process and consider suspending the hire for positions over a certain dollar amount
Provide for flexibility in contracts to allow 12 month employees including faculty to move to 9 month contracts
Allow more flexible scheduling and rethink hours of operation
Reexamine faculty on summer appointments to determine if necessary
Allow all faculty to switch to 9 month appointments
Restructure salaries and benefits, possibly decreasing salaries but increasing benefits such as parking or recreation usage
Train supervisors to reward productive employees and let go those who are not productive
Review the current classified performance management system
Allow employees to work from home/telecommute
Revamp training opportunities according to employee desires
Reduce employees retirement match for those who choose to have additional vacation hours instead
Eliminate GHI for medicare eligible employees and allow employees free access to the rec for incentives
Increase GHI buy-out to 4 years for faculty and make it automatic upon request
Add university holidays
Reexamine leave policies, possibly eliminating the vacation/sick leave designations or allowing buybacks
Give financial incentives to encourage healthy behaviors of employees
Evaluate the effectiveness of voluntary or mandatory furloughs

Academic College and Program Restructuring

Evaluate the consolidation of the College of Architecture Planning and Design into the College of Engineering
Examine decentralizing the Division of Continuing Education into the Colleges
Examine decentralizing the Graduate School into the Colleges
Evaluate merging the College of Agriculture with the College of Veterinary Medicine
Evaluate consolidating the College of Agriculture and the College of Human Ecology, the College of Education into the College of Arts & Sciences, or the College of Human Ecology into the College of Business
Evaluate the reconfiguration of the College of Arts and Sciences and consider forming a college that administers all core courses
Consider redistributing the programs of Arts and Sciences to other Colleges; Art, Fine Arts, and Music to College of Architecture; Chemistry to Engineering
Consider reorganizing Human Ecology as Health and Human Services, incorporating other health related professions such as social work, kinesiology, and other health related professions into human and health services college. Move interior design to Architecture
Examine abolishing the College of Human Ecology and move its departments into other colleges: Human Nutrition and Dietetics to the College of Agriculture; Apparel, Textile and Interior Design to the College of Architecture (and merge it with Interior Architecture and Product Design); Hospitality Management to the College of Business (and make it a track in Management) and the rest to Arts and Sciences or Education
Evaluate start-up packages for new faculty and their effectiveness

**KANSAS STATE UNIVERSITY
BUDGET INITIATIVE
BUDGET REDUCTION SUGGESTIONS**

Evaluate the consolidation of the College of Engineering and the College of Technology and Aviation (Salina)

Reduce lecture course offerings

Review aviation flight policies

Limit administrative personnel hiring

Examine consolidating departments with the same pedagogy such as Agricultural Economics and Economics

Merge Architectural Engineering and Building Science to College of Architecture

Examine the consolidation of departments Journalism and Mass Communications with Communication Studies, Theatre & Dance

Combine the Biology and Biochemistry departments

Evaluate combining Psychology, Sociology & Anthropology into a new dept, move social work into Family Studies & Human Services and combine Math & Statistics

Combine the Geography and Geology departments

Institute moratoriums for new majors or graduate programs

Consolidate Agriculture Communications with the School of Journalism and Mass Communications

Evaluate the Extension functions and services and the effectiveness of county agents.

Consider consolidating Extension with the Division of Continuing Education

Evaluate the effectiveness of the Olathe Campus

Review the staffing structure for the Division of Continuing Education

Evaluate graduate student's productivity

Examine consolidating Elementary and Secondary Education into one department

Evaluate the School for Leadership Studies

Plan Olathe campus to utilize market analysis, interdisciplinary options and non-duplication

Merge Leadership Studies and Psychology

Reassess India & China offices

Reorganize Arts & Sciences into four divisions by discipline: natural science, physical science, arts and humanities, social sciences

Evaluate duplication of services for international graduate students between the Office of International Programs and the Graduate School

Evaluate the Targeted Excellence program and consider reducing or eliminating the funding

Consider phasing-out the academic programs that do not graduation more than 15 students per year

Create a moratorium on developing and staffing new non-core programs at the university

Keep Center of Engagement and Community Development as a separate entity, but fold it into Sponsored Research

Consolidate Financial Planning into Business, merge athletic training into Arts and Sciences, merge Apparel Textile into Agriculture, merge Family Studies into Education and merge the Galachia Institute into Arts and Sciences

Evaluate the print journalism major

Evaluate the General Education Program

Eliminate graduate programs that do not meet the university's minimal standards of enrollment

Eliminate redundant program evaluations

Establish graduate programs at Salina using Manhattan campus or shared faculty

Reevaluate intersession courses to ensure profitability

Evaluate study abroad programs

**KANSAS STATE UNIVERSITY
BUDGET INITIATIVE
BUDGET REDUCTION SUGGESTIONS**

Move management of intersession and evening college to the colleges
Evaluate the cost of programs at K-State at Salina and the College of Architecture Planning and Design
Evaluate the cost effectiveness of new programs at the auxiliary campuses
Evaluate programs that are available at other state schools
Evaluate the effectiveness of programs with low job placement potential for graduates
Evaluate the effectiveness of non-essential programs or those that are not mission driven
Restructure summer session to not overlap semesters
Evaluate redundant courses such as statistic courses offered in multiple departments
Build hybrid courses - half in classroom half online
Cancel summer classes with low enrollment
Consolidate classes where possible, ie. Ag Econ, Econ and Finance
Consolidate some Salina services to Manhattan
Drop requirement for English 100 & 200
Eliminate service level English, sociology and psychology classes - use community colleges for these
Allow classes to count for credit in multiple departments
Evaluate increasing class sizes
Evaluate the effectiveness of advising in each of the colleges and consider creating a central advising office in each college
Evaluate the effectiveness of an electronic advising management system
Evaluate the library system and consider consolidating the departmental libraries into the main library system such as the math and physics library
Consider switching hard copy library versions to e-versions
Evaluate the library staffing and the spending practices
Examine the effectiveness of centers and institutes such as the Center for Aging and the Center for Advancement of Entrepreneurship, and the Center for Engagement and Community Development and Institute for Civic Discourse and Democracy.

Evaluate faculty, GTA, GA and GRA issues

Consider requiring new faculty to teach a course online
Examine the faculty payment policy of overload vs. in load for teaching online courses
Consider developing a standard faculty workload policy for all departments
Evaluate the effectiveness of hiring adjuncts, utilizing emeritus faculty or extension faculty for advising and teaching courses
Consider moving teaching burdens to less productive researchers
Evaluate developing Teaching Assistant (Associate) Professors positions for teaching undergraduate courses and service without requiring research
Create teaching release time in grants
Evaluate faculty course loads and productivity and lift hiring freeze where necessary
Evaluate salary levels of non-teaching or minimally teaching faculty salaries not involved with major research grants benefiting students
Consider funding salary increases from grants for those faculty with a large percentage funded from grants
Evaluate the cost and benefit of waiving tuition for GRAs
Examine the effectiveness of graduate assistants
Institute online submission of tenure documents

**KANSAS STATE UNIVERSITY
BUDGET INITIATIVE
BUDGET REDUCTION SUGGESTIONS**

Consider re-evaluating tenure every 3 years
Evaluate positions and consider eliminating those positions not affecting the mission or duties of the university
Encourage joint appointments of faculty between departments
Examine sabbatical policies and effectiveness. Consider more rigorous standards for applications and postponing faculty sabbatical leaves at full salary unless funded from an outside source
Require faculty to deliver class notes through K-State Online
Consider utilizing more visiting scholars and post docs instead of graduates to conduct research
Evaluate the current sponsored research policies to provide faculty the flexibility to manage sponsored accounts and provide a more flexible overhead structure
Consider reciprocal assessment agreements to eliminate redundancy in assessment tools
Replace textbooks with faculty notes
Evaluate the effectiveness of existing instrument-machine shops and work to eliminate unnecessary duplication

Examine Administrative Units

Evaluate combining academic and career information center with academic assistance center and adult student services
Consider the consolidation of campus police and parking
Evaluate the Office of Assessment staffing requirements and consider some reduction of staff
Evaluate staffing requirements and workload and the effectiveness of services provided within the Division of Student Life
Evaluate merging Career and Employment Services with Academic and Career Information Center
Consider consolidating the Admissions, Registrars and Financial Aid Offices into one department
Consolidate Healthy Decisions & University Life Café
Evaluate tutoring support across campus and eliminate duplication
Evaluate the effectiveness of the Office of Diversity
Consider consolidating Education and Communications Center with the Division of Continuing Education or Agriculture Communications
Examine the operating expenses of the Beach Art Museum and McCain Auditorium
Evaluate merging the functions of undergraduate recruiting and international student admissions and recruiting
Consider merging the functions of the Office of Diversity into the Student Life Office and reducing positions
Require parking staff to walk around campus instead of driving
Evaluate the effectiveness of NISTAC, eliminate their state funding and streamline the patent process
Streamline the Office of Media Relations
Cut non-education initiatives, such as Greek organizations and other clubs
Examine the effectiveness of the safety office and evaluate the regulatory requirements
Evaluate the staffing needs and effectiveness of the University Publications Office
Reexamine shuttle service to be more efficient, possibly creating more stops
Evaluate Administrative Positions and determine their effectiveness including college administrators
Evaluate effectiveness of utilizing unclassified professionals to teach
Calculate the savings generated by requiring 12 month administrators to not receive pay during the December holiday break
Institute a centralized electronic time-card system
Calculate savings of adding an addition week of annual leave to administrators and reducing their salaries respectively

**KANSAS STATE UNIVERSITY
BUDGET INITIATIVE
BUDGET REDUCTION SUGGESTIONS**

Reassess effectiveness and productivity of positions held by former deans and directors
Abolish any positions not directly related to the core function of the university
Evaluate the effectiveness of voicemail
Place a hiring freeze on administrative positions in central administration
Evaluate business practices throughout the university and implement electronic approval processes to eliminate paper
Evaluate effectiveness of implementing an electronic transcript order and delivery system
Evaluate the process of submitting grades and institute electronic changes if possible
Implement further usage of BPC Visa throughout university
Implement digital grant proposals/contracts
Consider an electronic GTA Communications Survey
Evaluate open access to university research to E-portfolios through K-Rex

Evaluate Administrative Efficiencies

Evaluate current orientation process and consider allowing online enrollment for all students and do not require new students to come to orientation
Provide supervisors access to leave balances for the classified employees they manage
Evaluate the staffing requirements of the campus police
Consider reducing or eliminating credit card payments from students, faculty and staff to reduce fees
Consider the effectiveness of developing an in-house collection agency
Cut audits on small purchases/expenses
Re-evaluate the painting schedule of parking lots every year
Eliminate the conference planning mission of DCE
Eliminate tracking codes on publications
Develop electronic processes for recruitment, personnel actions, time and leave submission
Eliminate accounting object codes
Issue Business Procurement Card electronically
Evaluate the effectiveness of constant assessments
Review business practices for central accounting processes for efficiencies
Automate inventory tracking
Reevaluate the effectiveness of Parking Services
Combine printing services and extension printing
Combine DCE registration and accounting services with the university's Registrar's Office and Controller's Office
Streamline travel procedures and reviews
Create universal list of used office equipment and furniture available
Streamline work study process
Sell vehicles before they are high mileage to get more return

Evaluate state purchasing practices and make recommendation for efficiencies

Buy local

**KANSAS STATE UNIVERSITY
BUDGET INITIATIVE
BUDGET REDUCTION SUGGESTIONS**

Eliminate state bids/vendors
Further utilize KSU's bargaining power to negotiate with large vendors
Increase utilization of federal surplus for procurement of vehicles, equipment and supplies
Negotiate competitive rates for air travel between Manhattan, KCI
Allow departments purchasing power for items <\$10,000
Review contracted prices

Auxiliary/Affiliated Units (Athletics, Union, NISTAC)

Eliminate state funds for Athletics
Evaluate the services facilities provides to Athletics
Examine the university's relationship to Athletics
Review student privilege fees provided to Athletics
Cancel subscriptions for cable TV in the Union
Eliminate the bookstore
Eliminate the trays in the food courts
Include affiliated organizations in budget reductions such as Union and Recreational Services
Remove state funding from the Beach Art Museum
Combine Housing and Union food service
Examine Foundation costs to reduce the administrative fee to obtain a better return on the endowments
Eliminate state funds provided by the Colleges for fund raising
Transfer the development staff as Foundation employees to state employees within each of the colleges
Eliminate state funding provided to the Alumni Center
Eliminate state funding provided to NISTAC

Campus-wide Operations

Evaluate a 4-day workweek and its impact on the academic programs and classroom scheduling
Review the process where units provide a service and charge the campus
Advise departments to check with the Library for availability before purchasing or renewing any journal subscriptions
Review departmental equipment purchase decisions
Evaluate university wide communications and marketing functions
Evaluate opportunity for departments to eliminate paper distribution in favor of electronic distribution (i.e. Funding Bulletin)
Departments review necessity of preparing glossy or other publications
Eliminate printing of campus phone books
Evaluate printing of Collegian
Evaluate printers across campus to consolidate and utilize more network printing
Evaluate administrator perks such as parking permits and automobiles
Evaluate the feasibility of centralizing administrative functions within colleges and units such as personnel specialists, accountants or support staff
Evaluate impact of employee pay reductions, freezing salaries at a certain level, or overall pay freezes

**KANSAS STATE UNIVERSITY
BUDGET INITIATIVE
BUDGET REDUCTION SUGGESTIONS**

Examine merging departments that work with personnel or Human Resource issues such as Affirmative Action, Academic Personnel, Employee Relations and Training, University Mediation, and Division of Human Resources

Develop checks and balance for accurate reporting of time and leave within the departments

Evaluate a monthly payroll process

Evaluate travel expenses and make reductions such as funding only 50% of the cost or adjust policies to not allow use of university vehicles for personal transportation

Evaluate expenses for social events such as ice cream socials and pancake breakfasts and food provided during breakfast or lunch meetings or retreats

Evaluate the current cell phone policies to determine if it is a cost the department should incur

Review departmental expenditures for efficiencies such as reducing paper mail and sending electronic, eliminate subscriptions that are electronic, review social memberships, print on both sides of a page,

Assess the utilization of the jet

Centralize Federal Express and UPS accounts into a central university account to receive a volume discount

Evaluate cost of start-up packages and purchases of equipment

Evaluate share use of copiers among departments within a building

Examine committees and their value

Evaluate time faculty and staff spend in meetings and traveling to meetings and the use of videoconferencing

Evaluate December commencement

Evaluate the use of University vehicles

Examine requiring 3 hours per semester for students to perform community services on campus such as maintenance of buildings, gardening and tutoring.

Evaluate feasibility of using one ticketing system for both McCain Auditorium and Athletics

Evaluate feasibility of outsourcing the student health services (Lafene),

Evaluate the Academic Schedule for efficiencies considering the quarter system instead of semesters, reducing the number of weeks in a semester and scheduling classes at night and weekends utilizing a few buildings

Evaluate university wide reductions of 2-4%

Transfer 2% of OOE budget to central administration