Budget Principle 8

- While hardly new or unique, I would encourage the use of electronic communication instead of paper whenever possible. For example, I just received a nomination packet for the provost's awards . . (which I once received and recognize as a very nice honor!) . . . the first page was letterhead followed by 4 pages and in an individually addressed letterhead envelope. . . surely money and time could be saved by conveying that electronically . . and I'm sure the forms could be or even are online as well.

- I get colored advertisements from the Kennel bookstore, repeated brochures on speakers on campus . . . it all goes straight in the recycle bin . . . I'd rather cut paper than faculty or staff!!

- If there is a worry that now all faculty or staff subscribe to or read BB, message could be sent to dept. chairs or deans who could then send them on via their lists . . I get many messages several times because of those . . . but I am getting them and it isn't using paper!

- Similarly, I expect we will be encouraged to stop printing hard copies of our syllabi as we now all have to post them on Blackboard.

- I suggest that all syllabi now be available online (Blackboard) to students instead of handing out hardcopies in class. It would save a ton of paper = $$$.  

- Send phone bills electronically. Just received our phone bill. We received two bills, August and September. Each bill was about 75 pages each. By sending this electronically, it would save paper/supplies and manpower to duplicate, mail, sort and distribute.

- Eliminate ALL campus-wide mass mailings. Anything that could be sent by way of email, should be. This would include but not be limited to: nomination forms (any and all kinds), announcements (blood drives, etc.), lecture series brochures, etc. This would save in supplies (letterhead stationery, paper, envelopes), printing costs (whether on-campus or otherwise), manpower (preparing the document for printing, print shop manpower, and mail room personnel sorting and delivering).

- Paper savings: Print on both sides of the paper (duplex) when possible. This is greener and saves on amount of paper used. Make this an across-campus mandate to see the savings accrue.

- Today I received one copy out of what appeared to be hundreds of copys of a letter sent by Chief Huerta to the campus community concerning the fact that info on crime rates were available on-line. This was in a first class envelope with a $.42 stamp. So . . . cost of 50 cents per hundreds. this could have been sent intercampus mail at a savings of $.42 each or e-mail at no cost.
• I believe the State of California could save money by issuing W-2 forms by electronic mail rather than paper. There would be a substantial savings of paper and postage, and perhaps labor for the State of California.

• Decrease number of photocopier contracts on campus. This seems like an inefficient system. Have “copy centers” that are conveniently located, or College based to decrease costs.

• Do we need campus mail twice per day or would once suffice?

• Reduce technology expenses by moving to network printers instead of individual printers when appropriate (cost reduction vs. convenience)

• Install programmable thermostats and USE them. In Texas, we would shut the buildings down at 6:00. This saved a lot of money for air conditioning and heating the buildings.

• Turn heat down as much as possible (so pipes don’t freeze) when the buildings are not to be utilized (i.e. after 5:00 and on weekends). Turn the air up as much as possible when the buildings are not to be utilized (i.e. after 5:00 and on weekends)

• Evaluate energy savings of turning off computers weekends and nights.

• Reduce lighting (single brighter instead of dual dimmer bulbs)

• More solar panels on campus

• No classes on Fridays

• Increase telecommute to reduce campus office space/usage

• I would suggest making the energy saving program, used during the summer months, where students turn off unused lighting and make sure exterior doors are closed, be made year round. I am presuming the energy cost savings would exceed the student salary cost.

• **Issue:** The *2008/2009 Travel and Expenditure Freeze Guidelines* issued on January 21, 2009 state that the “restrictions apply to all campus funds.” They repeat this restriction stating that the “approval applies to all university, auxiliary and foundation accounts.”

A distinction needs to be made between these funds and the university general fund because without some form of relief or exemption for trust, revenue and auxiliary funds to enable efficient processing of transactions, administrators of these funds will be exhaustively involved in requesting exceptions for numerous essential transactions. This in turn will cause inefficiency and additional administrative costs.
Proposal: Self support non-general fund sources, while needing to adhere to the intent of the directive, need to be provided with a level of flexibility so as not to cause unintended and unnecessary administrative burdens. The freeze guidelines need to include specific language providing some form of exception for these non general fund sources.

Specifically, the Division of Continuing and Global Education is a self support revenue fund. It operates under many Executive Order mandates specifically written for the operation. The campus guidelines, while well intentioned during this fiscal crisis, will only stifle our progress toward program and course expansion which is essential to our existence. We need relief from the newly issued campus guidelines having to request individual transaction exceptions in order to operate timely and efficiently.

Our programs such as the Science Adventure Camps (for K-6th grade students), Biotechnology and the Veterinarian Camps (for 7-8th grade students) require blanket purchase orders and some require requisitions greater than the $2,500 limit. If individual transaction justifications are required in order to process these types of transactions, there will be much time devoted to writing justifications at our end, and will increase the paperwork, slow down the transaction flow and decrease efficiency at various offices.

- Cease "Academic Program Review" until money is available to support such activities.
- Background: Many campus citizens find themselves questioning activities and expenditures they know can be accomplished with less money and many times in a “greener” approach. While many of us may talk among ourselves about an idea, or make mental note to say something in the future when asked, the opportunity quickly passes and is forgotten because there is no outlet to capture comments and/or ideas for cost-reduction.

Suggestion: Create an email listserv to receive cost-reduction ideas and comments. This creates a constant opportunity for campus citizens to submit ideas, and questions about campus expenditures as they are noticed. Administration should be harvesting this kind of information on an ongoing basis. Further, I suggest the creation of a committee, consisting of members from administration, faculty, staff and a student representative, to review and prioritize all ideas and comments received for submission to the President, or individual identified by him.

- Evaluate all maintenance contracts, before renewal, to ensure a valid need still exists, associated ROI as well as associated risk should the agreement not be renewed.
- Cancel all bottled water for campus offices. Buying bottled water is a drain on resources and gives the wrong signal to all students, faculty and public.
- Eliminate outsource printing and do all printing on campus
• Cut all money from the University which goes, directly or indirectly, to fund Athletics. The Athletic Corp should pay backfill for coach salaries, and other services that come from the General University Budget. At the very least all teams should cancel and forfeit all away games, and decline post-season play-off games and the like. If we can't afford to pay faculty for professional travel, we can't afford to fund coaches and other support staff members either. Sideshow are entertaining, certainly, but they are by no means central to the work of a University--something that we should all remember as we deal with what can be cut and what should not. Granted, this is a position that is rarely supported in the local media. And especially (and ironically), then, a major cut to athletics constitutes the sort of gesture guaranteed to be the lead story on the evening news and would speak quite loudly and effectively to the reality of the University's funding situation.

• If there are any projects in the beginning phases or being discussed for possible implementation, the University should contact PG&E for their evaluation. Almost anything that can make the campus more energy efficient can be considered for rebates from PG&E. In our dire fiscal situation, I anticipate our campus looking for advantages such as this to not only save money now but to make us more sustainable for the future. It is imperative that any cost-effective ideas go to PG&E for evaluation before the University moves forward with them. They need to be involved from the beginning processes to make rebates a possibility.

I have learned, from speaking with a representative from PG&E, that they are looking more towards physical infrastructure projects as opposed to “new light bulbs” types of projects. But, even these seemingly smaller efforts to reduce energy costs should be discussed. All questions or ideas should be sent to our appropriate campus energy/technology administrator. From there, Technical Solutions Engineer Joshua Jaccard can field our questions.

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• POSTAGE SAVINGS for International Mail. In our office, International Student Services and Programs (ISSP), we send material to international students in their home countries. We need a mailing service that confirms delivery, and historically have used whatever courier service is supported by campus Mail Services.

Last October, Mail Services changed from using DHL to using Federal Express as the courier of choice (besides the continued normal use of the US postal service). Our office staff have found that international mail sent via Federal Express is more costly than international mail sent via the US postal system's International Priority Mail. We find that speed and confirmation of delivery using International Priority Mail are as
satisfactory as when using Federal Express. Our office is therefore using the US postal service, NOT Federal Express, for international mail.

With budget savings in mind, Mail Services should perhaps advise all campus offices sending international mail that needs tracking to use International Priority Mail, not Federal Express.

- Reevaluate employee/dependent fee waivers
- CSU negotiate with Healthcare Providers for multiple employees in the same family (i.e. husband, wife)
- Use Web meetings to reduce travel
- Use Fresno State site for retreats instead of offsite
- Use Save Mart Center more for meetings