

## Cost cutting ideas

### **Energy:**

- Turn off all computer workstations and monitors when classes end. Currently, computer rooms remain powered all day long, even when the room is not in use.
- Remind staff and faculty to shut down computers, lights, HVAC, etc. when not in use.
- Perhaps we could turn down the air conditioning a bit at Bundy.
- Turn off the lights and lock the door after 7:45 pm if a class is not held there? The night crew which starts work after 10:00 pm or so can easily unlock those doors and do their routine cleaning.
- post signs or install light sensors to turn off lights when you're the last person to leave a room
- In response to your quest for money saving ideas I mentioned a way to get solar electrical power at SMC for no money up front. Investors would front the capitol and the college would pay off the loan with the saved electrical cost (SMC pays out something like 1.6 million \$ a year for electricity and the rates are going up every year...At the end of 20 years we would own the system. They have a life span of 30 to 50 years.
- Heat our water with solar hot water heaters.
- Consolidate Friday and weekend classes into energy efficient buildings and lock up and shut down others in order to conserve energy.
- Invest in drought-resistant landscaping. It can be as beautiful as the green and lush.
- Require all building and landscape designs be "green" and energy efficient.
- Eliminate gasoline allowances for ALL employees.
- Instruct the cleaning crew to shut off office/classroom lights when they finish servicing the area.
- Replace all restroom water faucets with one that have a motion sensor so no one could leave the water dripping.
- Install low-flow toilets where ever feasible.

### **Ground, Maintenance:**

- Make our campus totally smoke-free, maybe we wouldn't have to pay as many grounds people to pick up the cigarette butts.

- In an area called Field Storage and Chemical Storage in the Science Complex (gated area on the NE side of the blg), there is an area where the landscape people store potted plants. Although they are watered occasionally, there they dry out and die by the dozens. There are thousands of dollars of plants that were purchased, not used, and simply left. You can see the price on some of the plastic pots, many costing \$100+ EACH.
- Stop the use of uniforms for maintenance and operations.

### **Staff/ Personnel:**

- Immediately cut back to 3 vice presidents (no executive VPs): one for Academic and Vocational programs, one for Student Services, and one for HR and Financial Services. Limit these VPs to no more than two deans with proportionate classified staff.
- Stop hiring consultant.
- Stop having retreats.
- Review the contract and services/costs of Lee Paul Inspection Co.
- Consider expanding counseling by having teaching faculty volunteer. Faculty could use their flex time and earn bankable “hours” in counseling a certain number of students every semester. Expansion of services, such as counseling and tutoring/mentoring, will increase retention, which in turn could very well increase enrollment.
- Cut administrative travel budgets by 50 percent or more, allowing travel only to Sacramento and/or for fund raising purposes. (If we don’t have the money to send faculty to subject matter conferences to keep them up to date in their fields, we don’t have the money for administrators either.)
- Consolidate all tutoring labs into one big lab and get FTE credit for it. To get FTE credit for the hours students spend in such a tutoring lab, it must be staffed day and night by full-time faculty (one for day and one for night). The faculty in such a lab serve as supervisors, not tutors. A lab like this also needs two classified employees for each shift, but only one needs to be 40 hours a week. This lab would also need at least 25-35 computers. Student tutors could be recommended by their teachers and are paid only for the hours they are actually tutoring; tutors come in only when they have appointments. Justification: Not only would a central tutoring lab save money, our current piece meal system isn’t working. Some programs (like Business and Accounting) are left completely without tutoring. This would also free up space for classrooms.
- Consolidate computer labs to save on classified personnel and student help. The only program that really needs its own computer lab (I’m not talking computer classrooms.) is CS/CIS and, maybe, the Entertainment Academy (if the number of students warrants it). A logical place to put these consolidated, connected computer labs would be in the centralized tutoring lab mentioned above.

- Reduce OT for campus police and other departments.
- Keep the contracted-out-work in-house ---- consultants, construction, repairs, etc.
- Release all temporary employees, contractors and consultants.
- Find a way to allow employees – faculty and staff – who regularly use email to opt-out of receiving printed materials that duplicate emails.
- Don't do any more Hay Studies.
- Hire more staff and use the talent within instead of contracting out –including special events set ups.
- Reorganize the police department. Use PSOs for unlocking buildings, and other routine tasks. Eliminate the night patrols; call the City of SM when needed. Look at the vehicle cost, the fuel cost, and the salaries.
- The Campus Police Dept. costs about \$5M per year. We could do just as well with PSO's on carts and calling the SMPD at Virginia Park. Reduce it down to one officer per shift and encourage early retirement, transfers, attrition.
- Reduce the number of high-paid administrators. SMC could still provide its excellent services without the excess of VP's, Deans, and managers of managers.
- Cut back on management travel and seminars.
- Have a 36 hour work-week. Close the campus at noon on Friday.
- Reduce contracting-out where practicable.
- Train in-house staff to perform services currently performed by contractors – backflows, science HVAC, etc.
- Staff vacant positions in order to reduce contracting out – plumber, painter, carpenter.
- Cut management bloat.
- Cut the counseling dept.
- Better organization by grounds management and proper use of the positions currently assigned.
- Instead of having grounds keepers mow with 21" rotary mowers for 40 hrs/week, have an equipment operator mow with the large riding mower, covering the same area in 8 hours or less, freeing up grounds keepers to do other tasks.
- Get rid of the highly paid managers and administrators that are seldom seen. SMC has the worst ratio of management of all the community colleges in California.

- I want to be an 11 month employee and am will to give up one month of pay.
- Cut the temp employee budget. Some departments have gluts at off-peak seasons.
- Cut the management.

**Bench Marks:**

- Set one of your benchmarks to change the ratio of administrators to full-time faculty—and the number of classified managers to classified employees—to the statewide average for single campus districts. (Our off main campus facilities are not officially second campuses so multi-campus districts should not be used in the calculation of an appropriate ratio.) Note that most other campuses have deans rather than faculty department chairs so the SMC ratios are inflated even more than most would realize when you factor in the amount of administrative work the chairs do.
- Bring the number of police officers and parking guards we have per student into line with those of other colleges in low crime communities.
- Bring administrator ratio down to something comparable to other colleges.
- Make administrators' salaries dependent on college's FTEs and/or operating budget.
- Look at management staff ratios. HR has 1 VP, 2 deans, and how many employees? Same with Operations and Maintenance.
- Do a cost/benefit analysis of AET programs.
- Review student programs for cost vs. FTE generation

**Miscellaneous:**

- Put the part-time faculty's paychecks in their campus box instead of mailing it to their houses.
- Increase maximum numbers of courses allowed to be taught by part-time faculty during intersession and summer to 3 and a priority is set for part-time faculty. Not only they will be able to maintain their household budget, but the college will save money on contracts.
- Parking attendants cite more often (student) violators of faculty parking spots (source of revenue)
- Cancel or postpone plans for the new science building. It is intended to house Science & Mathematics, which seem to be housed pretty well right now.
- Charge the community for parking on campus. Community members using the swimming pool eat up a lot of the spaces on our side of campus, and no one polices it. They should also be charged for parking during football games.

- Allow classes with registered students, even though they may fall below the magic number of 12, to run. Since the students have registered, the college will receive funding. The teacher's compensation could be in the form of hours banked to be cashed at a future date.
- The English and Business depts. could collaborate in offering writing consultation services to area businesses. These services could take a variety of forms—report and proposal writing for specific projects; ongoing professional writing seminars, etc. They could be offered in the evenings as well as on weekends.
- Have a cheaper, straight forward schedule of classes.
- Stop printing high cost glossy flyers and booklets.
- Stop serving food at meetings.
- Stop having bottled water delivered to offices.
- Save \$80,000 by not changing the college webpage.
- Print fewer numbers of booklets and flyers, print more if we need them.
- Conduct a public swap meet once/mo. and rent spaces. Or antique market.
- Rent out space in BAE.
- Increase parking fees of employees to that of students.
- Sell the SMC portion of the lot at 16<sup>th</sup> and Delaware.
- Review the cost of telecommuting – we have at least one employee in Arizona. Is it more or less cost effective?
- Quit changing forms when only one line changes but we have hundreds of old ones.
- Consolidate pick-up of hazardous wastes (nurse's office).
- Eliminate the football program – save money on vandalism, re-seeding, OT for games, electricity, clean-up and security.
- Stop printing the SMC catalog. They are expensive, out-of-date immediately and don't contain accurate information. All the functions could be done on-line for a fraction of the cost.
- Pay accounts on time to take advantage of every discount available.
- Exercise greater quality control of architects and contractors. The HVAC in the science building.

- Get rid of 2714, AET, the airport.
- Phase out the old airport campus.
- Minimize travel to recruit foreign and out-of-state students.
- Fine the folks who smoke in non-smoking areas and earmark the money for campus cleanup.
- Use campus transportation vehicles or the already contracted shuttle buses for “field” trips instead of contracting with outside tour services.
- Promote rideshare and carpooling.
- Half of more of the passenger vans are sitting idle in parking structure C at any given time. The campus is short of utility vans needed to carry ladders and other equipment to satellite campuses to do maintenance.
- Discontinue all hard copy mailings to students and staff.
- Why are theaters being built before the more-useful, more-needed student services building?
- I think we have passed the point of “saving” money as a solution. Lets start thinking about value added services to serve unmet needs in the community.
- Investigate why the District needs so many law firms.
- Cut down the time involved in negotiating employment contracts.

**Supplies:**

- Find alternative vendors.
- Can't we purchase generic office supplies at Costco?
- Find an alternative to bottled water.
- Eliminate the use of plastic liners in trash cans. This would save approx 200 liners/day. In addition, it is better for the environment. This is a recent practice on campus.
- Set up an annual or semi-annual “swap and shop” for departments to unload the stuff they no longer need (legal size folders, if they only use letter size – printer cartridges for machines they no longer have). If no one takes it then it can be thrown out or recycled, instead of just throwing it away.
- Buy tables, chairs and pop-ups instead of renting and re-renting for every event.