Meeting Summary

In Attendance:
Dan Burcham
Rick Christner
David Eisler
Rick Griffin
Mike Hughes
Michelle Johnston
Paul Kammerdiner
Sheila MacEachron
Matt Pinter
Miles Postema
Mike Ryan
Jerry Scoby
Allen Sutherby
Nate Tymes
John Urbanick
Robert von der Osten
Tom Weaver
John Willey

Not in Attendance:
Shelly Armstrong
Amber Balmer
Mike Cron
Oliver Evans
Don Green
Kim Hancock
Nancy Hogan
Ken Kuk
David Pilgrim
Jim Rumpf
Luzia Tartari

Guests: Cheryl Cluchey, Deb Cox, Don Flickinger, Ellen Haneline, Reinhold Hill, Leah Monger, Dave Nicol, Tom Oldfield, Patty Terryn

Discussion/Action:

Retention Initiative: Chair von der Osten reminded Council members that they added retention as an initiative (without exact wording) under Goal 2 to the Strategic Plan at the March 6th meeting and had agreed to vote on wording at this meeting.

- **MOTION:** All in favor of the wording for the retention initiative to be:
  - Develop and implement a plan to enhance retention. Yes: 9
  - Enhance retention. Yes: 1

  **Motion Passed** for the first option.

Master Plan Initiative: There is not enough data available to date for review of the Transportation Plan.

Budget Discussions: Chair von der Osten provided an update on the budget reduction suggestions from the University community and presented the task for Council members. Using a summary list by topics, each table discussed pro and con of potential reductions; listing what is possible to reduce $5 million, $7.5 million, and $10 million, including those items that would not be advisable for reduction/elimination because they would be harmful to the institution. The compiled listing is attached.
Communication to the University community:

- President Eisler will be sending a University-wide Notice regarding the budget reductions on Monday, April 13.
- He will be hosting two additional budget open forums to share budget reduction options and receive feedback from faculty and staff on Tuesday, April 28, and Friday, May 1, in the Centennial Dining Room.
- Vice Presidents and Deans will move forward in developing plans to cut the next additional $2.5 million by July 1st based on the reduction priority advice of SPARC.
- We will upgrade the SPARC Web site and place it in a more easily accessible location (rather than through the President’s Office Web page).

Next meeting date:
To be determined in late August – early September for a report on the budget reductions and what they mean operationally.

Adjourned 5:00pm
Submitted by Elaine R. Kamptner
SPARC Recommendations from the University-wide Budget Reduction Suggestion List

April 8, 2009

$5 million reductions:

• Facilities – reduce or delay renovations
• Equipment – delay purchase and replace structure
• Energy conservation – campus campaign to reduce usage
• Reduce # of academic departments
• Create efficiency efforts
• Consolidate course sections, look at small class size (begin at 5 continue to 7.5), done with care
• Reduce consultants
• Centralized supplies
• Reduce amount of paper and supplies
• Eliminate food at meetings
• Eliminate food trays
• Reduce events
• Freeze vacancies strategically
• Offer strategic buyouts and retirement incentives
• Increase work efficiency
• Strategically reduce release time
• Consolidate programs
• Improve program efficiencies
• Skip computer replacement for one year
• Evaluate and state the number of computer labs—investigate options including lab
• Evaluate deployment of cell phones and blackberries
• Use electronic systems to replace paper processes
• Reduce travel—may need training for electronic communication
• Look at administrative positions (consolidate at 5 continue to 7.5)

$7.5 million reductions:

• Look at release time—consider stipends instead
• Expand—deepen $5 million options
• Reduce overtime—add a position that is more effective (evaluate impact)

$10 million reductions:

• Merge colleges
• 4-day operations
• Reduce sabbaticals
• Expand—deepen $7.5 million options
Not Advisable – could harm the University:

- Vehicles (maybe buy older cars)
- Move from department heads to chairs
- Academic administrators
- Athletics
- Delay new programs or instructional sites
- Network printers
- Eliminate telephones
- Freeze or reduce salaries
- Reduce increases
- Limit benefits
- Eliminate travel
April 8, 2009

This summary has been produced from the compilation of budget reduction ideas submitted. The headings and subheadings have been derived from ideas and suggestions received in meetings deans and vice presidents held with faculty, staff, and students throughout the university.

This listing suggests a compilation of your thoughts, elicited with the help of others from our campus community. You will find like I did, that there are items on this list with which you can agree. Likewise, there are some items with which you might strongly disagree.

It is important to emphasize that this is simply an initial summary. There are many items we should consider carefully. Others we cannot or should not do. With the assistance of the SPARC Committee we will work through all the items carefully, developing an overall plan to address future reductions in funding for our University. The intent is to be prepared for future challenges.

We will continue to share information and materials, seeking both your input and feedback as we proceed. Thank you for your involvement and support.

David L. Eisler
President

Academic Organization and Administration
  • Merge Colleges to produce economy of scale
  • Reduce number of departments to produce economy of scale
  • Move from department heads to department chairs
  • Reduce the number of academic administrators, assistants and associates

Cost Savings
  • Look at calendar, consider 4-day operational work week for the university
  • Create efficiency efforts, look for duplications, merge overlapping efforts, use electronic processes
  • Significantly reduce the amount of printing and paper (paper costs - $134K, toner costs $168K*)
  • Eliminate food at meetings, Summer University, food trays in the dining halls, shuttle bus (food cost - $508K*)
  • Reduce athletics, consultants, events, sabbaticals
  • Centralize supply orders
Course Schedule, Section Size and On-line Classes

- Manage course schedule
  - Offer small classes less frequently (see sheet)
  - Reduce number of sections
  - Increase average size of sections
  - Merge classes with similar content
- On-line
  - Meet on-line demand
  - Contain on-line costs
  - Increase course caps

Energy Conservation

- Reduce electrical energy consumption – lights, computers, appliance (electricity - $3.179 million - split between general fund and auxiliaries*)
- Reduce building heating and cooling costs through metering, moderating temperatures (natural gas - $3.69 million – split between general fund and auxiliaries*)
- Examine schedule/calendar to consolidate building use
- Explore alternative energy
- Recycle

Equipment

- Delay or eliminate equipment purchases (base funding for equipment - $510 K base, 930 k one-time*)
- Reduce equipment costs by purchasing refurbished, defense reutilization, and sharing
- Reduce the number of vehicles (32 vehicles motor pool, 218 vehicles of all types)

Facilities

- Reduce or delay renovations and remodeling projects (classroom renovation $1-2 million one-time, minor cap $200K base, $50K one-time*)
- Examine building usage and need both on and off-campus
- Reduce landscaping costs (flowers, trees, shrubs - $23K, chemicals/fertilizers - $27K*)
- Freeze property purchases

Health

- Allow faculty and staff to use the Health Center
- Promote wellness

Positions

- Eliminate positions
- Offer Buyouts and Retirement Incentives (see sheet)
- Increase work efficiency and reduce costs
- Reduce overtime and release time (overtime - $275K, release time - $2.58 million*)
Programs
- Eliminate or consolidate programs
- Delay new programs or new instructional sites
- Improve program efficiency

Revenue
- Recruit, retain more students
- Generate money through athletics
- Emphasize grant writing ($2.8 million in ‘08*)
- Generate increased funds through different instructional schedule, 3-year programs, certificates
- Increase tuition and fees, charge employees for parking (2083 faculty/staff parking permits, $99K base*)

Technology
- Skip computer replacement for one year ($143K one-time*)
- Reduce the number of computer labs
- Use network rather than personal printers (413 personal printers)
- Eliminate telephones ($1 million base*), cell phones and blackberries, reduce minutes (monthly cost in March $16K – 211 phones*)
- Use electronic communications and systems to replace paper process

Travel
- Reduce Travel ($2.64 million*)
- Eliminate Travel including increased use of electronic meetings and interactions

Wages and Benefits
- Freeze or reduce salaries
- Reduce increases ($3.5 million increase for 2010)
- Limit benefits ($1.6 million increase for 2010)
- Allow for voluntary Leaves Without Pay (see sheet)

*Dollar amounts are annual costs for FY ’08