

ACTIONS TAKEN ON FACULTY/STAFF/STUDENT BRAINSTORMING IDEAS (2009)

Already Fully/Partially Implemented

1. Review minimum number of students enrolled in class
2. Make summer faculty salary proportionate to class size
3. Consolidate low enrollment classes
4. Promote academics as a priority over non-academic programs
5. Recruit more out-of-state & international students
6. Save labor – utilize students in campus projects within their degrees, ie., Horticulture, Design students
7. Utilize work study students when possible
8. Review temporary employee positions – possibly eliminate/reduce benefits
9. Increase patrol of parking lots to ticket unauthorized students who park illegally
10. Move the two shuttle shelters to the west and north of the Rec Center to opposite sides of New Madrid. This voids the huge loop around the SMC and commuter lot.
11. Review temporary employees receiving benefits – fee waivers
12. Eliminate/reduce benefits for part-time regular employees
13. Improve lab facilities to retain and recruit students
14. Put installation strips between gaps on outside doors of Academic
15. Cut the equipment budgets for all departments until the crisis is over
16. Implement across the board cuts of operating budgets from academic & non-academic departments
17. Look at liquidating some of our foundation real estate including donated farms and technology park
18. Allow companies to pay for having their name on buildings, labs, rooms as sponsors
19. Look at athletics spending
20. Review necessity of travel expenses

Likely To Be Fully/Partially Implemented

1. Increase admissions application fee
2. Increase admissions application fee for international students
3. Look into implementing a fee for returning student applications
4. Review tuition charges to all students – regional/web/internet vs. on campus
5. Raise tuition as much as permitted by state law
6. Recruit local athletes

Being Studied For Savings & Feasibility

1. Condense classes into fewer buildings, especially night classes
2. Increase class sizes

3. Look at number of classes that are faculty load – reducing overloads
4. Review eliminating some masters programs
5. Condense classes into fewer buildings. Shut down buildings that aren't being used
6. Review profitability of centers and auxiliaries
7. Revamp faculty and staff tuition fee waivers
8. Review holiday pay – get holidays, but not all paid
9. Everyone takes one day without pay
10. Make sure power is conserved during “energy conservation” days over the break
11. Stop sending out paper bills
12. Encourage direct deposit for students
13. Adjust heat load in building
14. Implement a policy towards energy efficient/earth friendly temperatures year round.
15. Add user fees to high cost programs
16. Evaluate cost of on-line courses – small on line sections vs large sections of face to face and increase fees/cost of on-line courses
17. Look at scheduling for summer classes (profitability) – offer more classes and keep students here
18. Increase enrollment by targeting individuals who are laid-off in the community
19. Market rental of all university campus facilities to outside entities – seminars
20. Require VP to sign off if personal cars are to be used on trips >120 miles one way. Car rental may be cheaper

May Want to Study

1. Review utilization of grad assistantships
2. Review ways to reduce student recruiting expenses
3. Accept sponsorships for shuttles or other amenities offered on campus
4. Reduce workday by an hour for energy conservation or salary reduction
5. Evaluate all staff positions to determine justification of 12 months opposed to 10 or 11
6. Get rid of paper applications (i.e. Funding for Results and others)
7. Charge departments for use of university space/rooms – special events
8. Totally review telephone system
9. Consider changing summer hours to seven hour days/four days a week.
10. Have students do community service on campus for judicial trouble.

Remaining Budget Brainstorming Ideas

Category 1. Instructional (academic) restructuring

- Increase faculty-seeking grants that receive external funding, release time and overload payments
- Review faculty travel
- Reduce 3 day classes to 2 day and lengthen class time utilizing a four day week
- Use Glenn Auditorium for classes
- Look into tutoring secondary & primary students for fee

- Place a moratorium on post-professorial increases
- Have student teacher supervisors consolidate their visits to schools to save on travel expense
- Offer many more courses in the summer using adjunct.
- Re-evaluate the two-year degree and certificate programs.
- Require faculty as part of their tenure or performance evaluation to grant fund a certain percentage in a span prior to tenure review
- Restrict how much Professors ask students to print
- Look into four-day academic rotation to free up Fridays for department meetings and conferences
- Review how to hire instructors – possibly only interview one, not three. Hire first one that qualifies
- Review number of copies necessary for promotion/tenure (possibly pdf files)
- Limit or eliminate travel funds for faculty who want to travel overseas to present a paper
- Make much more use of contingency faculty especially in education and business MA programs
- Combine School of Polytechnic Studies with College of Science and Math
- Review University Studies and evaluate the necessity of its Dean position
- Eliminate required Career Linkage courses 1 & 2 for transfer students who would meet the requirements and or transfer a certain number of credit hours
- Review ITV classes
- Review on-line course technology – use proprietary software vs. home grown
- Review and eliminate non-essential Associate Dean positions on campus
- All academically qualified professional staff and administrators (deans, provost, vice presidents, president) could volunteer to teach a course in their respective areas of expertise either every semester or once per year.
- Increase service learning where students receive UI or discipline specific credits for their volunteer service while addressing the needs of the community
- Close down regional higher education centers because they lose money

Category 2. Non-instructional restructuring

- Encourage faculty and staff to provide professional development training through Continuing Ed.
- Utilize interns – develop intern position if one is not available
- Evaluation of fees for dual enrolled students
- Work with international colleges/universities and enroll their students in Southeast’s on-line degree programs
- Hire an additional grant writer (employment contingent upon success)
- Hire additional Admissions counselor, employment contingent upon success
- Make librarian positions staff and reduce number
- Do we need Associate Vice President positions?
- Examine eliminating “very low” productivity positions in IT
- Use student employees more in administrative assistant roles

- Have student workers work hours only when there is work for them to do as opposed to entitled hours
- Freeze the number of freshmen admissions in the strategic plan by increasing high school GPA and ACT (SAT)
- Look at how travel money is being spent in Admissions
- Review ways to reduce student recruiting expenses
- Review hiring additional temp. staff and doing work in-house instead of contracting
- Review student labor budgets especially higher paid students
- Decrease student labor by prioritizing needs
- Privatize custodial services – contract out
- Reduce full-time building maintenance staff and give half of the pay to the clerical staff who end up cleaning the offices, and save the other half.

Category 3. Auxiliary/external services

- Decrease catering
- Review parking – VIP parking for students, staff and faculty at higher cost
- Review state telecom contract – use internet telephone service
- Have students purchase books as opposed to renting them
- Review shuttle schedules – use smaller bus and run big bus less
- Charge flat rate for parking tickets/violations
- Ticket students for parking violations and give only one week to pay
- Cancel shuttle services all together except to and from Riv. Campus; retain 1 for handicap
- Look into cheaper telephone line costs
- Charge for premium parking
- Replace personal long distance costs to cell phones when away from office
- Designate a few parking lots as premium parking lots for guaranteed parking for a monthly fee.
- Increase fines for parking violations.
- Let auxiliaries manage all aspects of their custodians
- Eliminate land-line phones and replace with cell phones for staff, faculty, and possibly dorm rooms
- After student receives “x” amount of tickets, have their car “booted” (towed away)
- Review shuttle routes – is there enough ridership?
- Buy Chartwell’s food locally
- Increase promotions of our venues – revenue generating rentals
- Review charges for phone lines – phone expenses
- Review profitability of centers and auxiliaries
- Return no long distance calls
- Stop subsidizing auxiliaries
- Look at alternate phone sources – voice over IP/skype
- Make deep cuts to auxiliary budgets; I thought they were cost centers?
- Review food purchase budget – Chartwell’s

- Increase use of residence halls in summer by offering more camps
- Utilize one dorm for students staying during breaks
- Offer premium housekeeping services in residence halls i.e., cleaning, laundry etc
- Get rid of trays entirely to save on water & electric used to clean
- Change price of room and board to attract juniors and seniors to stay on campus and spend more money on food, etc.
- Hold off on renovations for a year or more with the exception of maintenance and repair
- Review cost of items that are renewed on regular basis – parking passes

Category 4. Salaries, benefits, personnel

- Decrease vehicle usage for upper management
- Temporarily suspend vacation buy back and extend maximum vacation accrual
- Encourage use of taking voluntary leave without pay
- If making over \$50,000 accept 1% pay cut
- Commitment by executive staff to reduce their staff proportionally to faculty & staff
- Change work week to four 10-hour days.
- Evaluate company car usage by departments – non executive staff
- Offer option of reduced hours/pay with full benefits
- Subsidize health ins. for retirees until 66 (medicare eligible) to retirement.
- Leave position open or fill with temporary with no benefits
- Everyone take one day without pay
- Shorter work week
- Offer incentives to employees to opt out of University health insurance
- Encourage employees who are ready to retire, but don't because of health insurance expense, with incentives to pay premiums for a determined amount of time (1-5 yrs)
- Permit staff to reduce their working hours over the summer during "slower times"
- Institute once a month payment for all employees.
- Relinquish pay raise
- Take a pay cut to keep anyone from losing their job
- Reduce salaries on a sliding scale i.e., 100T annually: 3%; 75-100T: 2.5%; 50-75T: 2%; 25-50:T: 1%; <25T: .5%
- Permit employees to use HSA's or medical reimbursement for Recreation/Health centers
- Reward employees for becoming healthier: campus shows & plays, paid days off, money
- Two year freeze of salaries for all executive staff
- Salary loan – take short term cut – will pay back with interest
- To lower medical cost, provide free membership for Rec. Ctr. paid by health insurance
- If President has housing allowance, cut out this expense
- More energy conservation days, exp: first week of January, not a lot going on
- The President can move back to campus housing and give up his \$2k/month housing allowance
- Allow faculty and staff to loan the University up to 15% of their salary to be paid back in three years at 2% APR interest rate
- Stop adding departments/positions/staff

- Don't hire administrative assistants - have departments share and/or utilize student labor

Category 5. Other Expense Savings/Increase Revenue

- Review custodial pink sheet usage (FM time sheet manually submitted)
- Instead of sending mailings to individuals, send to departments or post in public place
- Review expenditures for campus beautification
- Utilize university facilities for faculty and staff retreats instead of off campus
- Efficiently utilize space to minimize moves of equipment across campus
- Rent dollies or other equipment during move-in times
- Turn fountains off between midnight and 6 a.m.
- Review irrigation systems so not wasting water going into street
- Cut operational budget 10% without cutting staff
- Discontinue purchasing Business Class Laptops and buy Home Class which are cheaper
- Use current ash cans instead of ordering new ones that cost \$1,700.00
- Reimburse travel meal amounts requiring receipts. Pay actual receipt, but not more than per diem
- Insulate where needed throughout campus to save on energy cost
- Collaborate with City for leaf, tree, and ground services
- Less frequent rotation on ground crews – weed once a month
- Less watering of grounds to conserve water
- Allow departments to do own facilities management work in offices like hanging shelves
- Purchasing for departments – do comparative shopping
- Investment capital to improve our bookstore so they can make more revenue and contribute more to operation budget
- Drain fountains during winter
- Do not provide duplicate calendars, multiple times
- Cancel all computer upgrades
- Reduce heat temperature to all building by 10 degrees. Faculty, staff, and students can wear coats.
- Review printing of class schedules, calendars, etc
- Before reviewing transcripts, students need to be admitted.
- Use electronic signatures – look at all manual process using work flow process
- Use election for staff to choose either electronic mail or paper for in-house mailings
- Decrease personnel attending same conferences – share information within department
- Look at all contracted services to see if they can be performed in-house
- Cut out hard copy of telephone book; have students use cell phone for web directory
- Stop duplicate mailings – home or campus, one or the other
- Review all leases/contracts currently in force. Negotiate better prices for services.
- Decrease conferences for faculty and staff to one a year
- Can surplus be outsourced where the 3rd party receives a % of sales? (Like an auction)
- Approach cutting programs proportionately
- Don't cut scholarships
- Cut money to fraternities and sororities

- Look at cost of faculty traveling to centers, St. Louis: Possibility of University owning cars vs. renting.
- Make sure services that employees need are provided – evaluate cost of external providers vs. University owned
- Review taking carry-over dollars and across the board cuts possibly
- Look at refinancing our loans/bonds
- Review IT process/charges – bid out to lowest bidder
- Implement a priceline-like website that offers discounts on enrollment in courses with a substantial number of empty seats
- Review necessity of cell phone usage
- Give a stipend to compensate for using own cell phone
- Contract in-house electronic equipment repairs other than computer
- Affinity branding and sales
- If seats are empty, provide discount for sporting events, performances, etc. like hotels do
- Use internet and/or teleconferencing opposed to off-campus training, meetings & seminars
- Encourage departments to utilize a FAQ web site
- Rent Wildwood as a bed and breakfast
- Host/promote satellite conferences on campus to area businesses
- Cut catering at University committee meetings
- Make sure working assets to our best ability: Camps, meeting rooms, etc.
- Foundation should donate dollars to university for assistance
- Have loan program from foundation to use as matching funds- pay back with interest
- Get rid of paper in hiring process
- Decrease electrical usage and encourage individual conserving of energy
- Look at University media expenditure – consider eliminating KFVS weather expense
- Generate revenue by asking students about goods and services they would purchase
- Review smoking policy, decrease smoking stations – go smoke free
- Offer to give up carryovers by working leaner budgets as option of department
- Offer reward incentives for suggestions that are put in use
- Increase revenue-traveling museum exhibition, video stream events for fee ie., graduation
- Hold annual art auction – donated pieces from faculty, staff, and community
- Ask Facilities Management men to make calendar similar to 9/11 Firefighters
- Receive outside donations to cover our budget cuts
- Look into copier rental costs
- Stop using electronic handicap door by those who don't need to
- Allow students to sell their class projects while proceeds go to department
- Examine perks, travel and benefits for Board of Regents. Keep meetings local
- Postpone construction of new tower
- Eliminate sales of bottled water and sell re-usable water bottles
- Turn TVs off after certain hour in main lobbies and hallways.
- Eliminate paper syllabus and exams, use U-Test
- Guide students to web services; get rid of inserts in bills.
- Postpone implementation of smoking areas

- Cap energy used for travel, including sports team travel
- Hold off on upgrading doors with key cards
- Postpone the project on the modernization of the student perimeter parking lot
- Suspend building projects
- Look at how we use our buildings on night/weekends – Kent Library
- Look at cost of President’s home
- Encourage departments to start own fund raising
- Decrease subscription expenses
- Review cooperative purchases of software licenses
- Eliminate duplicate publications which faculty/staff receive in departments
- Borrow money from restricted expenditures and pay them back when we get in the black again
- Review cost of maintaining equipment and facilities originally purchased with grant funds
- Evaluate funding for appropriated projects (ie. fountains) and consider using these moneys for other projects if possible
- Coordinate advertising between departments and colleges to cut cost
- Take away carry over monies from the departments for last year and this year and every year until crisis is over
- Appeal to our donors for emergency help

Category 6. Athletics

- Return to Division II athletics program
- Re-evaluate sports programs to possibly eliminate some sports
- Eliminate the football program
- Restrict athletic travel even if it means forfeiting games.
- Any sports not required for Division I status should be cut
- Return to Division II sports programs
- Permit alcohol sales (for partial funding of athletics) at all home basketball, baseball, and football games as long as family-oriented seating is permitted away from drinkers