# WCC Cost Cutting Ideas
## List Developed at Planning Council Retreat March 21, 2002

| AC Decision | | | Implementation Schedule | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| YES | NO | | Now | 1-6 months | 6-12 months | Comments | Action / Results | Open | Closed | Monitor |
| Hold | | Refer students to the web page for catalogs or charge for catalogs, handbooks, and tabloid (3) | | X | | The decision to charge for catalogs, handbooks, and tabloids is under consideration. | Individuals are currently being referred to the WCC website for the general catalog. WCC catalog print orders were reduced by 2000 copies for Fall 2003. | X | | |
| X | | CDs in lieu of catalogs and students handbooks | | X | | The college is currently experimenting this idea. | College continues to explore using CD-Roms plus information is available on the WCC website. | X | | |
| Hold | | Order only supplies that are absolutely necessary | X | | | Kay will discuss with faculty. | Keep open. | X | | |
| X | | Get donations for certain supplies--steel supplies | X | | | Kay will discuss with faculty. | Keep open. | X | | |
| X | X | Share rooms/rides when traveling (2) | X | | | | Continue advertising policy to faculty and staff. | | | X |
| X | | Recycle more | | | | Recycle awareness. | Is an ongoing WCC program. | | | X |
| X | | Use retired volunteers and alumni (2) | | X | | Ken Ritt will look at using inmates. | Use of inmates can be occasionally used for projects, etc. | | | X |
| X | | Improve inventory control throughout | X | | | | Full implementation of CIS will improve inventory control. | | | X |
| Hold | | Use Electronic signatures | N/A | X | | This would reduce paper and mailing expenses. | Being done in CIS. Need System Office approval. | | | X |
| X | | Online admissions application | | X | | Will be implemented late Fall for Spring. | This is being worked on now. Hope to have this implemented by Fall 2003. | | | X |
| X | | Cut the lights off | N/A | | | Cut the lights off when you leave the room. | Will continue to monitor. | | | X |
| X | | Use faculty in Academics Skills Center | X | | | | Kay Albertson will explore the possibility. | | | X |
| X | | Review facility utilization, i.e.. classroom scheduling (3) | | | X | | Will continue to monitor. | | | X |
| X | | Combine CISCO academies | | | X | | Roy is working details with the auditor to determine best approach to accomplish. | | | X |
| X | | Collaborative partnerships between the college and the community | X | | | This is currently being done however, other opportunities can be explored. | Will continue to monitor. | | | X |
| X | | Cost benefit analysis of programs | X | | | Dan Krautheim does this annually. | Dan runs an FTE report by class and by instructor for analysis. Academic Program proration will be included in the Datatel system. | | | X |
| X | | Turning off the PCs in the computer classrooms after each class? | | X | | Ken Ritt will look into this. | CIS instructors are responsible for opening and closing computer classrooms. | | | X |
| X | | Minimize use of paper--front and back, limit printing e-mails, go paperless | X | | | | This is on-going. | | | X |
| Hold | | Course packs for course materials in book store | | X | | Kay will discuss with faculty. | Keep open. | | | X |

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| Maybe | | Pooling secretarial services | | X | | Under consideration. | Since current process works fine, no need to establish secretarial pool. | | X | |
| X | | Do away with planning council retreats at the beach | X | | | | Because of the limited resources available from the State the PC Retreat format has been modified to have retreats on campus. | | X | |
| X | | Buy local vs state contract | X | | | | This is being done. | | X | |
| X | | Utilize more "train the trainer" to save travel expense | X | | | | Staff Development Committee requires faculty and staff completing a training activity to report on the results of their training and its impact on the respective department. Copies of evaluation forms are on file in the Office of Planning and Research. | | X | |
| X | | Publicize suggestion programs with monetary awards | X | | | | This is on-going and will be publicized again. | | X | |
| X | | Get part-time employees access to email or have list home email | X | | | Part-time employees may request email account. | No action required. | | X | |
| X | | Use college gasoline facilities instead of gas credit cards unless absolute emergency | X | | | This service is available now but may need more campus publicity. | No action required. | | X | |
| Hold | | Hot air machines in the bathrooms vs hand towels | | X | | Ken Ritt will explore. | Cost prohibitive.  Paper towels more sanitary according to health officials. | | X | |
| X | | Reduce the use of the electric doors--save on cooling and heating. | N/A | | | Electric doors are for people with special needs. | No action required. | | X | |
| X | | Keep the windows closed. | X | | | | Ed Farris sends periodic emails to faculty/staff.  This is an on-going activity. | | X | |
| X | | Don't empty trash unless necessary | X | | | | Housekeeping process allows for this. | | X | |
| X | | Ensure that hand towel paper can easily be cut from rolls to prevent the high loss of paper due to dull cutting edges on dispensers. | | X | | Ken Ritt will look into this. | No action required. | | X | |
| X | | Solar energy - grants from environmental type agencies that would love to see such a large institution cut energy consumption | | | 12-14 MONTHS | New buildings on campus will be environmentally friendly. We are always looking for ways to conserve energy in existing facilities too. | No action required. | | X | |
| X | | Look at scheduling classes on the weekend-one building (3) | | X | | Dan Krautheim & Roy White are looking at consolidation of their respective classes. | We have consolidated to a few buildings further consolidation would result in inefficiency in operation. | | X | |
| X | | Review class sizes especially with four or five students | X | | | | This review is done at the close of each registration, small classes are combined whenever possible. | | X | |
| X | | On the weekends reduce computer labs use in the Magnolia building | X | | | This is being done by transferring labs to WLC building. | Coordinates semester weekend lab schedule with Yvonne Robbins. | | X | |
| X | | Close summer programs | X | | | | This is not possible. | | X | |

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| X | | Reduce programs from 12 months to 9 months | X | | | We will utilize nine month contracts in areas where we can. | No action required. | | X | |
| Hold | | Increase computer lab size | | X | | Ken Ritt will look into this. | Computer labs are as large as they can physically be. | | X | |
| X | | Maximize use of free off-campus sites | X | | | This is already being done. | No action required. | | X | |
| X | | If possible for con. ed.... only print certificates to those who request them, if con. ed. students will be able to get their grade information from web advisor when we get to that point. (postage/paper/time) | X | | | This is now being done by exception. | No action required. | | X | |
| X | | Cancel all orders for post-notes--use scrap paper, reuse more envelopes and file folders (3) | X | | | Ken Ritt will send out a memo emphasizing conservation methods. | This was a one time issue. | | X | |
| X | | Save your rubber bands--recycle them | X | | | | No action required. | | X | |
| X | | Ask vendors for printing or assistance | X | | | | This is being done in a variety of areas. | | X | |
| X | | Ask suppliers for demos and instructor copies for books | | X | | Dan Krautheim will pursue with his staff. | This is being done whenever we can. | | X | |
| X | | Inventory old publications/flyers before new ones are printed. There is an abundance of old printed material on hand. | X | | | | Completed. | | X | |
| | X | Utilize program products for college use, i.e.. plants, turf, etc. | N/A | | | | | | | |
| | X | Charge for CIS training to other colleges | N/A | | | | | | | |
| | X | Four day workweek for the summer has been done in the past, and at this time this idea would both conserve on utility costs and raise moral with the staff (5) | N/A | | | | | | | |
| | X | Closing the school during the semester breaks for students and faculty.  This would save on energy costs as well as other costs (2) | N/A | | | College will operate normal summer schedule. | | | | |
| | X | Cutting down on the serving of food for many functions.  It seems that meals and food are served frequently.  Perhaps refreshments, etc may be purchased by employees rather than have it catered, which is much more expensive. | N/A | | | | | | | |
| | X | Reduce grass cutting and lawn maintenance | N/A | | | | | | | |
| | X | Cool the buildings a bit more in winter | N/A | | | | | | | |
| | X | Do we cut Con-Ed classes first? Or, other areas | N/A | | | | | | | |
| | X | Locate pencils and pens in a central/community use area | N/A | | | | | | | |