

Work Smart Suggestions

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#	Published Date	Suggestion	Response
1	03/28/11	This may have been suggested already, however, I thought of this the other day when I saw facilities adding new mulch to the garden beds around our beautiful campus. There is now a mulch that lasts forever that is made out of ground up tires and sneaker soles that is virtually indestructible. The initial cost may be steep, but we would never have to replace mulch every again for all eternity.	Facilities Management & Planning is in the process of hiring a landscape architect to develop a landscape master plan. Once the landscape master plan is developed they can consider these kinds of projects where appropriate. The mulch issue will also be explored during the development of the master plan.
2	03/28/11	How about having purchase orders go to the vendors electronically, maybe thru Evisions. We currently fax out the PO to the vendor and then we mail the PO to the vendor as well. Seems like duplicate work and costs. If we are able to email or fax via our computer it would save some \$.	IT is currently performing an upgrade to Banner, and the process to enable PO's to be e-mailed to vendors will be added to the following work queue. The initial timeframe for this implementation is estimated to be late spring or early Summer depending on resources.
3	03/28/11	We were doing online requisition requests at the University of Georgia over 10 years ago. Those with budget authority had an online account, they filled out the online form, submitted it - the request went straight to the fiscal affairs department, and the requester had 24-hours to deliver a single sheet signed confirmation hardcopy to the fiscal affairs department. You could print out the copy you submitted in order to have a hardcopy in your records. At Eastern, we have such a waste of staff time and money because someone either hand writes or types (have to keep old typewriters around) a requisition request, sends it through the mail system, then Fiscal Affairs types all the information into a purchase order (PO) form, then Fiscal Affairs mails back a copy of the purchase order for your records.	A meeting has been scheduled with IT to discuss the implementation and processing of electronic purchase requisitions.
4	03/28/11	Cancel all printed magazine, newspaper and periodical subscriptions. It's all online now, and saves trees!	The Student Center only has a few printed magazines and these are read by students using the exercise equipment. There is little cost to be saved and reading them online in that setting is not viable. The Library has many print journals and magazines. So many have already been converted from print to online that five sections of shelving were removed from the main reading room over spring break. Additional titles will be converted to online, but the cost savings are not as much as might be expected. Online journals are not free. They may appear "free" because the publisher knows Eastern's IP range on the campus computers and allows access based on license fees paid by the library. The cost of online journals is often 90% of the cost of the print version.

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5	03/28/11	<p>Might something be negotiated with Chartwell to continue to develop policy on recycling and food wastage? At many campus events, there is lots of food left over that seems to go to waste. What is Chartwells' liability in allowing people to take food to their departments to share the following day? Might Chartwells also gather information for us on how certain food items - like cakes at celebration - are used? I have observed that even in a crowd, half of a sheet cake is left at the end of the celebration. I appreciate Chartwells' efforts at providing processes for recycling of water bottles and soda cans at campus efforts and hope that they will continue in this effort. I also appreciate Chartwells' exploration into composting and how that they will continue in this area. Moving to a tray-less dining hall may be difficult giving the design of the cafeteria, but it is another good idea.</p>	<p>Due to liability of a food borne illness Chartwells does not allow clients to take food away from catering functions. We try to encourage clients who are placing orders to give accurate counts of their functions which help reduce the waste. We always produce 10% over last confirmed number to make sure we have enough food. In certain cases we have taken left over foods down to the Soup kitchen or shelters.</p>
6	03/28/11	<p>There are cost-free, open source alternatives to many of the software platforms that we use, and this holds true for everything from desktop software to the software that runs our web sites, our LMS, our email and calendars, etc. Of course, using open source software effectively would probably require adding IT staff—programmers to create and deploy custom functionality built atop open source platforms, etc. The money we would spend there, though, would get us skilled staff who can collaborate with faculty and staff in crafting precisely the solution we need, rather than the sort-of solution that the vendor decided to push out the door (cough, Blackboard, cough). Bringing that capacity in-house could also provide outlets for internships and real-world learning opportunities for our students. Moreover, salary dollars for skilled programmers would circulate in the CT economy, rather than winging their way to Redmond or Silicon Valley, as the money we're spending on proprietary software (and, significantly, per-seat licenses and expensive service agreements) does now. There will be cases, of course, where proprietary solutions are going to be superior (I don't see us moving to desktop Linux just yet, for example), but we should be open to using free software where we can.</p>	<p>The problem with open source for non-educational software products is the student graduates and enters the workforce at a disadvantage, having no experiences with main stream technology packages. In some areas such as LMS, open source makes sense, however, in CT, we need to look at the relationship with K12, community colleges and UCONN, all are using Blackboard.</p>
7	03/28/11	<p>While some people do need the latest and fastest computers, others of us do not. Once again, my computer has been upgraded to the newest model when I was perfectly happy with the old one. I'm not familiar with the specifics of the contract, but can't help feeling that there might be some room for savings if we stretched out the replacement cycle.</p>	<p>The PC contract has nothing to do with the replacement cycle. The replacement cycle is based on the age of the machine and not the level of use by the end user.</p>

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8	03/28/11	1. PLEASE make every effort to provide paperless orders. I asked for this previously, but we have made no progress. If we can have electronic billing, why not electronic ordering?	A meeting has been scheduled with IT to discuss the implementation and processing of electronic purchase requisitions.
9	03/28/11	Many of the more formal University functions use plastic plates, coffee cups, and cold drink cups. They all end up in the trash, which is bad for the environment and probably expensive to purchase. I remember a time when real plates and glass cups were used. Is it truly less expensive to use and discard so much plastic? If plastic is cheaper, maybe we can substitute something that is more environmentally friendly - even if it is not as pretty?	Chartwells does offer green paper products for any catered event which does have an increase cost per person. These products are completely biodegradable and are made from sugar cane and cornstarch. The catering staff also reuses any plastic ware that has not been used on a catering function. We also offer China and Silverware which has a cost per person due to the labor involved with pulling, setting up and breaking down, washing and restocking. We will send out an advertisement about our new green plastic-ware.
10	04/11/11	Our library and campus has barely enough computers to keep up with the students requiring such. It is my thought that we should make available Ipads for lease for students or invest in Ipads stations. Many of our students come to the library in between classes to check their email, Facebook status, watch YouTube videos, listen to music, etc. Because we have internet access for free in the library and other places on campus this would not cost the students anything but the initial cost of leasing. Also if they cause a virus on their iPad when they download a video it would be their responsibility. This should save IT time as they would not need to respond to viruses on the desktops. It would also help with replacement costs and the wear and tear on what we now have. I'm not saying that we don't need desktops. I'm simply saying that we don't have enough and this would be a solution and also a cost savings. See article http://thejournal.com/articles/2011/02/23/ipad-no-longer-optional.aspx	If we can determine that there is a need for additional computing assets in the library and if the laptops are not meeting the demand, then it is reasonable to replace the laptops with less expensive Ipads.
11	04/11/11	Many police departments charge a nominal fee for copies of incident reports, CDs, DVDs, etc. While it would not be a lot of revenue, it also would help to cut down on the amount of requests if the person knew they have to pay for copies. There are MANY times that someone will ask for a copy of a report and will never pick it up. It is not just a dollars and cents issue, but a time issue as well. Someone has to take the time to pull the report, make copies, refile the original, call the requester. While it doesn't seem like a lot, the time factor is cumulative and that time could be put to better use.	The police department is receptive to implementing a charge and will be suggesting an appropriate fee.

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12	04/11/11	Much of Eastern magazine is promotional to Alumni, Faculty and Administration. Many of the staff may want to Opt Out of Hard copy of this expensive communication and could access it on line. The mailing cost is close to \$7500 per mailing. I would guess that the printing costs are very similar per hard copy issue. This option notice could be provided by a bulk mailing or statement in Eastern Magazine of the University commitment to cost reduction with out loss of access to information.Responces to this Opt out/ In form could be sent to an email address.	1. There are only 157 faculty or staff receiving the magazine. Only 8 of these are mailed to off-campus addresses. 2. Counting printing and postage (where it applies), if all 157 people were to get the magazine as only a PDF, we would save \$152.43. 3. Having said that, we are certainly willing to place a statement in the magazine about it being available online.
13	04/11/11	The person who collects money from the meters and gives tickets drives around in a very large gas guzzling SUV. Does this job really require such a large expensive vehicle for one person. I don't believe I have ever seen anyone else driving with him and I can't imagine he collects so much coin that he needs a vehicle of this size to transport it.	The parking authority vehicle carries cones, signs, jump packs and other assorted parking related materials; lockout tools, speedy dry for minor HAZMAT spills, spare parking meters and tools to repair the meters. They may also be called upon to transport passengers in inclement weather or sometimes when the Shuttle service is not available. They could never get to all the items they need to use on a daily basis in a non-SUV type vehicle. We may want to consider a hybrid type vehicle to address fuel consumption, but the parking officers are out on foot quite a bit when addressing parking issues and assisting with traffic control.
14	04/11/11	-decrease adjunct professors	adjuncts allow us to provide classes for timely graduation; adjuncts are cost effective for certain classes:# of adjuncts is capped by contract
15	04/11/11	don't put random fixtures in silly places. ex-outside Hurley and outside student center	1% for art is part of state requirement for new buildings
16	04/11/11	-events should appeal to students; instead of buying cheap things that nobody wants to attend, splurge a little and get a large profit on attendance fees.	The suggestions listed below reference student events and impact the student activity fee. This fee is set and allocated by Student Government Association. Student organizations make the decisions referenced in the suggestions. I will pass the suggestions onto the SGA advisor so that they can be presented to SGA for its consideration.

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17	04/11/11	<p>maybe you shouldn't have so many police and parking enforcement driving around constantly. it doesn't seem like you need cops driving around when there's really not much crime. and if people want to commit crimes it still seems to happen with people getting mugged etc. the parking authority driving around in suv's seems wasteful also. why not have them walk or be on bikes or even just a regular sized car?</p>	<p>Directed patrol activities have long been utilized as an effective deterrent to criminal activity. Sometimes the officer's presence on patrol thwarts a potential crime. These are statistics we cannot capture, but why police agencies continue the practice of mobile patrol efforts. This practice also allows officers to come across criminal activity taking place. We cannot prevent every crime that takes place (muggings, etc.) but directed patrol also provides a sense of public safety for the general public, especially in a campus setting. We try to supplement bicycle and walking patrols whenever possible. However, police agencies must be capable of responding quickly to the worse case scenarios that can happen on a college campus. In recent years we have spent a lot of time training for active shooter situations. Officers on bikes and on foot just cannot respond to these situations with the immediacy and equipment necessary to address these situations. The reality is, officers have to be prepared for what <u>could</u> happen.</p>
18	04/11/11	<p>There are multiple way for Eastern to save money, below are some suggestions: 1. Cut shuttle completely...people can walk</p>	<p>The suggestion to shut the shuttle completely is understandable because the writer is correct in that people should be able to walk considering the size of the campus. However, there are other considerations that need to be made for shuttle services with those being that we have some students with disabilities who depend on the shuttle service. By law we are required to provide an accommodation for such individuals. In addition, it is not a transportation only service. The shuttle is equipped with a police radio that allows two way communication between the drivers and police dispatchers. The shuttle also provides for safe nighttime transportation for students who need to get to their cars after class or visit friends across campus. We have looked at alternative fuel shuttles to help save money and have taken some steps to reduce shuttle costs. As a public safety tool, the shuttles are very valuable.</p>
19	04/11/11	13. Increase tuition and housing	<p>This requires a Board of Trustees decision; just raised tuition and fees on 4/7/11 by 2.5%</p>

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20	04/11/11	Have maintenance and the police stop leaving their cars on and idling. This will save gas and money.	POLICE: The police department has reduced idling time of police vehicles whenever possible. What the public sometimes forgets is that a police cruiser is a mobile office where an officer may have to spend several hours a day in all types of weather. We have officers assigned to bike patrols and walking patrols whenever we have enough staff to do so. Records indicate we have reduced our gasoline consumption over last year and will continue to look for programs to save on fuel consumption. FACILITIES: The current policy is that neither police nor maintenance personnel are supposed to leave vehicles idling. If you see such an event please report it to Nancy Tinker for maintenance vehicles and Jeff Garewski for police vehicles.
21	04/11/11	Possibly eliminate color printing when possible. Email (vs snail mail) to students and/or families to reduce ink, paper & mailing costs. Current emails to supplement student emails can be extrapolated from FAFSA fields if not already being utilized:)	The University continues to work on eliminating,, to the fullest extent possible, printing of paper documents; i.e. invitations, announcements and other documents, preferring to use electronic formats. Email is the official correspondence for the CSU system. Accordingly students, faculty and staff are required to check their email on a daily basis. There is no need to load personal email address into the system from FAFSA or other Admission documents to send student email to their private accounts. Students are given account early in the admission process, so their student email account will suffice.
22	04/11/11	Given the fact that there are numerous positions that will go unfilled and the possibility of layoffs looms in the future, I would like to suggest that our IT Department come up with a way to block use of Facebook (personal accounts only) so that people would spend more time working and helping out and less time on Facebook complaining about their jobs, family, etc.	University and State policy prohibits use of computers for this type of activity.
23	04/29/11	Install or retrofit toilets to dual-flush systems. Actually used while visiting Harvard's campus. http://green.harvard.edu/theresource/tech-prod/index.php?uid=64 http://proto.hgci2.net/sites/default/files/sloan_111_0.pdf http://proto.hgci2.net/sites/default/files/Zurn_AquaVantage_Handle_Hamilton_0.pdf	Our standard, most recently used in Constitution, Nutmeg and Laurel Halls as well as the new Science Building are Eljer Signature #111-2105 low flush toilets. They use 1.6 Gallons per flush.
24	04/29/11	Make the side doors in the student center lobby Emergency exit only and have the traffic flow go through the center main doors as designed. This would help with cooling/heating costs. The side doors let in cold/warm air and continually challenge the HVAC. The main doors and center breezeway were designed to capture the cold/heat and not allow it in the main room-- saving on heating/cooling.	The architects who designed the building's great lounge on that main floor strategically laid it out so the three sets of doors deliberately converged foot traffic into the room from the east, southeast and south points of the compass. It appears the doors were located precisely where they are so that each visitor would be attracted most readily toward the door that meets her or his particular point of desired entry and angle of approach.

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25	04/29/11	Summer 4 day work weeks, the week off between christmas and new year (could be furlough) but distribute the financial pain throughout the year. Closing all of the buildings the last week in december except for class room would cut costs dramatically. I am sure the HVAC could estimate the savings.	We do try to consolidate classes already in one building during the intersession to save on heating and electricity costs. Response from Human Resources: As a public agency, the University must be open five days per week.
26	04/29/11	Facilities departments - leasing fuel efficient fleet vehicles My van gets 8 mpg IE Ford Transit 21- 26 mpg would be a good switch	Facilities keep their vehicles on the road for approximately ten years so leasing is not a cost effective option. The last two vehicles we purchased were work trucks and although we try to get the most efficient vehicle we can, the vehicle has to have the power to do the job we are asking it to do - that does not translate to fuel efficient. Many of our vehicles are not purchased new, but rather are purchased through the state surplus system to save money on the initial purchase. We do the maintenance in house; a cost effective way to take care of our vehicles.
27	04/29/11	Take funds from the SGA/club reserves	The suggestions reference student events and impact the student activity fee. This fee is set and allocated by Student Government Association. Student organizations make the decisions referenced in the suggestions.
28	04/29/11	Ask alumni for more money, host a fundraiser.	In terms of events, we have traditionally managed two major fundraisers each year, the Bowlathon in March (generates anywhere from \$7,500 to \$15,000 for scholarships) and the annual Golf Tournament at Lake of Isles (generates anywhere from \$70,000 to \$95,000 for athletics). This fiscal year we added a Silent Auction/Brunch in December (generated \$22,000 for Dual Enrollment program). Two things we have to consider when weighing the pros and cons of adding another event is that they take a lot of staff time to manage and often times don't bring alums and friends back to campus (only the Auction/Brunch is held at Eastern). That said, they can be profitable and in some cases they bring new donors into the fold. In terms of soliciting alumni, that is an ongoing process each fiscal year.
29	04/29/11	If the small garbage containers near each desk were removed, and larger ones put in common areas of office space/lab space/library space,etc. the need for the plastic liners would be greatly reduced, staff members would be moving around more and getting more exercise, the facilities staff would have less of these small bins to empty, saving them time, and with single stream recycling, there would be less garbage and much more efficient recycling occurring on campus, thus improving our carbon footprint and contributing to a greener ECSU community while saving money too. Thank you for considering this suggestion.	We have looked at this in the past and decided that we do not want to change the garbage pickup procedures unless the budget situation is absolutely critical. It would be very inconvenient to have to leave your office to throw away food stuff, and crumbs may end up falling on the floor and attracting ants or other bugs. We have looked into purchasing the least expensive bags and are saving some money that way.

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30	04/29/11	Install more accurate temperature readings/monitor the temperature in the resident halls more closely. The heat is always blasting and students have to open the windows at night during the winter because it gets so hot. It is not comfortable to sleep when it is 80 degrees.	The residence halls are on a monitoring system. We have asked the Hall Directors to notify facilities and put in a work order when they get a complaint of rooms being too hot or too cold so we can troubleshoot the system. They understand that if students don't report the issue it will not get resolved. We can look at the system and determine the heat of individual rooms and have rarely found one over 76 degrees. Some issues are because of personal preference. We can adjust the thermostat range for that room if the student reports an issue
31	04/29/11	Set auto sleep mode for computer labs on nights and weekends. Cuts power consumption down while not affecting boot up times.	Computers are automatically setup to go to sleep mode after a short period of inactivity. ITS is reviewing the Altiris System used to update machines on campus to see if this system can automatically power down equipment in the evening and power them up prior to the start of the day.
32	04/29/11	Cell phones: not sure what services each person that has a state-issued cell phone has, but maybe research that area for a cost savings? i.e., no web access, text messaging, etc.	<p>The type of communication services used by employees is determined on a case by case basis, based in the ECSU policy. Most Facilities staff have Nextel phones that allow two way communications on campus to coordinate work and activities. This type of device is also used by campus police and ITS staff. For the senior leadership there are options that allow Internet access and email. These are also approved on case by case basis. Many senior staff pay for their own cell phone service and connectivity. This action precludes clouding the use of the phone between personal functions and those related to the University.</p> <p>The concept of issuing a stipend for cell phones was discussed and not approved at the Council of Presidents meeting this winter.</p>
33	04/29/11	Why not have computers shutdown automatically (via campus task scheduler task) after a certain hour, because it seems like the computers are wasting energy when nobody is using them. Plus when you restart, it cleans out the memory (I know there is deepfreeze on most, but shuttingdown is still beneficial for the memory, and for part wear (like fans, and hard drives). In hibernate mode, a compute wastes about 1.5W, in standby about 5-15W (depending on powersupply). So why not shut down all of the lab and office computers after people have left. This would be most beneficial in the computer labs. Students can turn on a computer if they need too.	"Computers are automatically setup to go to sleep mode after a short period of inactivity. ITS is reviewing the Altiris System used to update machines on campus to see if this system can automatically power down equipment in the evening and power them up prior to the start of the day. "
34	04/29/11	We should investigate a model like many other campuses around the country where an allowance is paid to administrators & managers to carry a cell phone. The employee is responsible to purchasing and maintaining his/her own phone.	See response to # 32; Stipends are not currently allowed per System wide policy.

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35	04/29/11	<p>It appears to me that Eastern is dealing with serious cuts without consideration of some long term problems that more targeted change would prevent. I suspect the foreign accreditation problem is going to drastically trim our future foreign enrollment. Since my involvement in SGA I have witnessed some clubs spend thousands on amusement, while purposeful or nationally recognized clubs choke for funding. If this is the time to cut, it is the time to cut amusement and convenience for the benefit of more important services, and there is fat. If in this time of cutting, we need to bolster a department or service so that five years down the line we aren't losing students to the other CSU schools, we should.</p>	<p>Student Clubs and Organizations are funded by fees students set and approve and are not part of the tuition and fees assessed by the University for operating expenses. The Student Activity Fee is collected by the University, but comes under the jurisdiction of the Student Government Association who has developed policies and procedures approved by students for the use of the fee monies.</p> <p>Budget cuts for the University are separate and distinct from the Student Activity Fee monies students control and administer.</p> <p>Student Government Association funds many organizations, some of whose mission is education and others that are social in nature. While they do an admirable job of balancing the appropriations of funds to the various types of student organizations we can understand why some allocations are questioned.</p> <p>It is important to note that this fall we had 1,331 students involved in sixty five student organizations who produced over 300 events and activities funded by the student activity fee.</p>
36	04/30/11	<p>In some rooms of Shafer Hall, room 215 in particular, the heaters are on constantly and seemingly turned all the way up-- even on days when it is warm outside. It makes having class in there unbearably hot, forcing students to open the poorly designed windows in a futile effort to cool off. We have asked the professor to turn down the heat, but he either: did not know how to turn it down/off, or he figured we could withstand it for 3 hours straight so long as we cracked a window. If this issue could be resolved, I bet the cost of heating Shafer would reduce though.</p>	<p>A work order was placed for Shafer 215 and we found that the thermostat had been tampered with and had been set to 75. The thermostat was fixed and the temperature was set back to 70 degrees.</p>