

	Date	Department:	Suggestion Title:	Description:
1	08/28/09	Biology	Paid guaranteed parking	Two components: This is the only place I have worked that offers free parking. Many faculty who come in later in the day have real problems finding parking. Offer the choice of a reasonable parking fee for a place in a gated lot. Those people could use their fob to enter (maybe the Goddard lot). This would provide some additional revenue and help faculty morale.
2	08/28/09	Fiscal Affairs	Water Conservation	Stop watering the grass and let nature take over. If we have to pay for water, let's cut back on that and cut down on the water bill. It will help conserve water too, and I'm sure people will understand if the grass isn't green. If nothing else, re-evaluate where the sprinklers are, because in some instances sidewalks are being watered and not grass.
3	08/28/09	Student Affairs	Install light switches in Wood SSC	Install light switches in offices in Wood SSC that currently are all on one master switch. There are several offices that do not have light switches so the lights are on all day and night. It is very wasteful to have lights on in these offices when no one is in them.
4	08/28/09	business	paying for copies	with the increased cost of texts, a lot of faculty put together reading packets. the copy center could actually charge for these - the only hassle is they would need to handle copyrights - i have seen it work - profs drop off a reading packet and an estimate of how many students will need it - students then pay the cost of the packet (which includes fees for copyrights where necessary). I have also seen where this was all OUTSOURCED to a local printer - save money by not copying for free - make money by charging ...and send business downtown - just a thought
5	08/28/09	Academic Services Center	Weatherstrip/Temperature	Weatherstripping on the external doors of the first floor of the Library. There are doors that have a 1/2 inch gap. Turn down the Air conditioning in the summer on the first floor. It is usually 66F in here. Lib 107-108. Maybe a ceiling fan to rotate the air by the front door.
6	08/28/09	Visual Arts Department	Efficient use of furniture and equipment	Set up an area where all the extra furniture and equipment is stored. Then provide one day per week, during a few hours time slot, when faculty and staff can come by and select things that they may need for their department or office. One department's garbage is another's treasure. By swapping these things we can avoid buying new when there may be a perfectly good chair, lamp, frame, coat rack, couch or three whole puncher that someone else could use. Revitalize, reuse, recycle and stop ordering new when the old might serve the purpose.
7	08/28/09	Center for Educational Excel	Third Thursdays at Eastern during the cold months	During the cold months - October, November, February, March, April - invite community groups and small vendors to set up an indoor 3rd Thursday in the student center. This would bring the community to campus and provide a way for students to learn more about Willimantic. If the food court remained open and vendors were charged a small set-up fee, it might even generate some funds.

8	08/28/09	Business Administration	Students' Suggestions for Impact	Offer students a \$100.00 gift certificate to the bookstore for ideas to conserve energy that impact our operating budget.
9	08/28/09	Communication	Composting?	This may be kind of icky but could we compost in our food service areas. First and foremost this would be great for the environment. It would also be great for ECSU because we could cut down on our garbage services. The ECSU generated compost would also be cost saving because we could utilize it in our campus groundskeeping. Furthermore, we could also engage with the science majors or any environmental club on campus to have them manage the compost boxes or have them actually work with the groundskeepers to help enrich the soil. Composting might even be a great lesson for the early childhood kids!
10	08/31/09	President's Office	Electronic Working Drafts	Work on drafts electronically, using edit and comment word processing features, instead of working on them on paper, which requires several printing before the final copy is approved.
11	08/31/09	President's Office	Coffee Service	Discontinue ordering coffee supplies for our kitchens. Have discretionary funds available to purchase own supplies of coffee, sugar, filters, etc. We could even ask for donations to purchase supplies from those who drink the coffee, tea, etc. I don't know if every building has an outside vendor from which they purchase coffee supplies, but we should look into the possible savings discontinuing this service would provide.
12	08/31/09	President's Office	PAPER FOR FAX MACHINES	Save and collect 8 1/2 X 11 paper that has been printed only on one side. Use it to stock your fax machine. Most faxes are simply informational materials usually followed by hard copied originals.
13	08/31/09	Human Resources	Outdated Printers	When old computers and printers are being replaced, perhaps they can be made available to staff to purchase for personal use. I know UConn does this but they have a surplus department. Just a thought.
14	09/03/09	ITS	Switch to Soy-Based Toner	Soy-based toner is eco-friendly and would result in cost savings because it is less costly to manufacture than the oil based toner we currently use. It is also cheaper to recycle paper printed with soy ink. PRC Technologies of Maine a company who supplies toner to offices, public schools and colleges came out with soy based toner a year ago after extensive testing. They supply cartridges for the most popular laser printers. Reports show that print quality and number of pages per cartridge match name brand versions.
15	09/14/09	Purchasing	Purchase Order copies electronic	Having po's sent to the requisitioners, accounts payable and receiving electronically instead of purchasing printing them, mailing them and having the mailroom deliver them to the correct person.
16	09/16/09	EES	Temperature adjustments	In the summer set the thermostat a few degrees higher, and in the winter a few degrees cooler.

17	09/18/09	Physical Sciences	Sealing of Interdepartmental Mail Envelopes	People should be encouraged to use a minimum of tape when they feel the need to seal interdepartmental mail envelopes. A full taping of the flap on the envelope often results in such damage to the envelope when opened, that it is not used again.
18	09/20/09	Health & Physical Education	Recycle Used Water	To collect and recycle used laundry water at resident halls for flushing toilet and mopping floor. This idea requires an addition of used water collection tank/box and direct the water to toilets. This is a large project may not be able to implement immediately, but I hope ECSU can consider this idea in future renovation project to save water cost and preserve clean water, because many people in the world do not even have clean drinking water.
19	09/23/09	Financial Aid	Late Fee revision	This may need CSU approval. Currently if a student has an unpaid balance and the \$50.00 late fee is added to their account. A hold goes up which sometimes helps the student make arrangements to pay. I propose, if the account is not paid in 30 days, an ADDITIONAL \$50.00 should be added. Kind of how we put up charges for parking Tickets. If not paid in a certain amount of time, the ticket DOUBLES. Too many times students say 68I have financial aid that will pay my bill.68 In reality, the aid will not cover all of it. I know it may be a bit much, but it could help 68speed up68 the process of parents/students paying their bill, meanwhile we take in a few extra bucks.
20	09/29/09	Library	Residence Hall Energy Conservation	UConn recently had residence halls compete to see which one could save the most on energy costs and the results were significant. They offered the winning dorm (or residence hall) an ice cream party, so the incentives don't have to be costly. If we could do the same thing here, it might be worthwhile (as a cost-saving effort) while encouraging student awareness and participation. On this same topic, it might be nice if someone monitors open windows in the student residence halls during the coldest months and try to find out if that practice can be reduced or stopped completely, since it must really add to the heating costs where that is happening. (I've noticed it in the newest residence halls the the past year.) These suggestions may have already been submitted by someone else. Thank you.
21	10/26/09	FACILITIES	FOOD CONSERVATION	POST NOTICES IN HURLEY DINING HALL FOOD COURT FOR STUDENTS TO TAKE ONLY AS MUCH FOOD FOR MEALS AS THEY THINK THEY CAN CONSUME. FAR TOO MUCH FOOD IS THROWN OUT AFTER MEALS. IF ENOUGH STUDENTS DID THIS, PERHAPS THE UNIVERSITY WOULD NOT NEED TO PREPARE AS MUCH FOOD TO BEGIN WITH, WHICH COULD RESULT IN A COST SAVINGS.

22	03/25/10	Math/CSC	Eliminate all extra blank pages at the end of your Word documents.	Many times I receive an attachment that has a blank page after the data on Word documents. If all users were to eliminate the blank page that is printed at the end of a Word document by deleting them when they create that document, it would save paper costs. Sometimes these pages have ink marks from the printer on them; therefore, rendering them useless. We could use them for scratch paper I suppose, but why allow the blank page at all.
23	03/25/10	Academic Services Center	Student printing	We have computers that are hooked up to a printer that students do not have to pay to print. Needless to say the word has gotten out and our printer is very busy. This costs our department money. Not only in paper, but a new toner cartridge cost close to \$100. How do other areas handle this, and can we change over?
24	03/25/10	Student Health Services	Campus beautification on the cheap	I spoke with Nancy Harper and told her I would like to bring in a bunch of Hosta from my yard (I need to remove it because deer just eat it all anyway) and plant it along the black wrought iron fence that runs along the Windham Tech High School. Idea: Perhaps other staff members have plants, cuttings, etc.. they would provide for free thereby saving money spent on these items. Just a thought.
25	03/25/10	University Relations	Rewards	Discontinue the distribution of gift certificates as rewards for suggestions and save the money that would have been spent on them. A simple 68thank you68 should suffice.
26	03/25/10	Facilities	classroom power savings	Shut down all classroom CPU's, monitors, and printers when not in use. Such as Spring Break and Summer. Sometimes they are left on for weeks at a time with no one using them. Some rooms have over 30 CPU's and Monitors.
27	03/25/10	School of Education and Prof	Reduce landscaping expenses	While Eastern is a lovely campus, we could reduce/curtail landscaping costs. Lawns/trees/perennials should be maintained, but annuals are an expense we don't need. I have also seen major damage to shrubbery on this campus, for example, the shrubs in front of the Sports Center were recently hacked off. With jobs on the line, I hope that these shrubs, pruned so poorly, will not be replaced. I have seen this same type of 68pruning68 near Webb Hall as well. I am also concerned about the mulch being used. Do we really need it? I am convinced that a mulch vendor from a few years back transported bugs in with the mulch. I've been in Webb Hall since 1993 and only since that particular mulch delivery do we now have a yearly infestation of bugs. They cluster in the entryway and come into the dean's office. Not terribly appealing. I digress somewhat but feel the mulch is also an unnecessary expense along with items noted above. Thank you.

28	03/25/10	Library	Drink and Deposit	<p>Drink and Deposit containers could be placed in key places around the campus for everyone to put empty drinking bottles and cans. The containers should be frames with clear plastic bags in them to encourage only these materials. A department could use these as a fund raiser by cashing in. I'm not sure of the mechanics of implementing such a program but I believe it would catch on especially if campus members knew the benefit. Who would manage the collection and site to bring items? Perhaps this can be figured out, and I am willing to contribute to the brainstorming. Please note that greater community residents are active dumpster divers on campus so placement is important to discourage their takeover.</p>
29	03/25/10	School of Continuing Educat	Combined Purchasing for Discounted Pricing	<p>I know every office on campus orders paper. Why not send in all the needs for paper that is commonly used (example: copier paper) to one person, and that person will send in a combined (campus-wide) purchase order for the paper hopefully getting a lower discount price for buying in bulk. The same could be done for pens and pencils or any item identified as one everyone needs. This is a possible way for every office on campus to save money.</p>
30	03/25/10	Education/CEE	Paperless curriculum	<p>More encouragement of faculty members to make use of online resources to post their syllabi and course materials on the web - using VISTA - and to collect student assignments using an electronic portfolio system, like live@EDU. This would result in less use of copiers, paper, and developing 21st century skills in data gathering and analysis.</p>
31	03/26/10	English	Reduce grounds maintenance	<p>Campus has large areas of grass that need to be mowed regularly during the warmer months. Many of these areas are not used for foot traffic, events, etc. Improve grounds appearance and reduce annual maintenance costs by planting ground cover in such areas that would need little-to-no maintenance. Cut overhead costs--gas & equipment costs. If this strategy is phased in gradually, students could become part of this solution--growing the plantings, maybe even helping to plant them. The public could become involve in this greening of Eastern--volunteering plantings (lots of folks out there with too much pachysandra) and perhaps even helping with the planting. It could be a very big program or quite small, adding small patches of ground cover each year.</p>
32	03/26/10	Accounts Payable	email font	<p>This suggestion may have already been submitted, but I came across a new article that describes how another University saved money by cchanging their email font. See the article:</p>

33	03/26/10	Accounts payable	Change email font	A Wisconsin college has found a new way to cut costs with e-mail , by changing the font.The University of Wisconsin-Green Bay has switched the default font on its e-mail system from Arial to Century Gothic. It says that while the change sounds minor, it will save money on ink when students print e-mails in the new font.Diane Blohowiak is the school's director of computing. She says the new font uses about 30 percent less ink than the previous one.That could add up to real savings, since the cost of printer ink works out to about \$10,000 per gallon.Blohowiak says the decision is part of the school's five-year plan to go green. She tells Wisconsin Public Radio it's great that a change that's eco-friendly also saves money.
34	03/26/10	Media Services	Save ink by changing font for email	I heard this on the radio this morning about one way The University of Wisconsin-Green Bay was trying to save money and thought it could be a possibility. I put the link as well as the article belownews.yahoo.com/s/ap/...fe.../us_odd_cheaper_e_mail_fontGREEN BAY, Wis. ' A Wisconsin college has found a new way to cut costs with e-mail ' by changing the font.The University of Wisconsin-Green Bay has switched the default font on its e-mail system from Arial to Century Gothic. It says that while the change sounds minor, it will save money on ink when students print e-mails in the new font.Diane Blohowiak is the school's director of computing. She says the new font uses about 30 percent less ink than the previous one.That could add up to real savings, since the cost of printer ink works out to about \$10,000 per gallon.Blohowiak says the decision is part of the school's five-year plan to go green. She tells Wisconsin Public Radio it's great that a change that's eco-friendly also saves money.
35	03/26/10	Social Work	Paperless Mapquest Links	For every travel authorization we must submit a copy of Mapquest directions to support request for reimbursement. In my role as social work field liaison, I travel to the same site often. When I travel to the airport I use the same directions as do hundreds of employees over a year. Rather than submitting paper copies of the maps, why not use persistent electronic links that can be used to verify the distance, which I am sure needs to be available for audit purposes. Why not post the most common links (or identify them by code) in a shared folder so that we are all not making paper copies of the maps.
36	03/26/10	Financial Aid	Saving more money from printing	Change the standard font type for the printers from Ariel to Century Gothic, they did it at Wisconsin http://www.970wfla.com/cc-common/news/sections/newsarticle.html?feed=124415&article=6917874
37	03/26/10	Sociology	Changing email font to Century Gothic could save ink	I just came across a news story that claims that using Century Gothic font type in emails can save money, particularly when people print out emails, since the font uses less ink. It's probably minor savings, but I wanted to pass the info on: http://news.yahoo.com/s/ap/20100326/ap_on_fe_st/us_odd_cheaper_e_mail_font

38	03/26/10	Biology	Electricity savings	In the lobby of the new science building, there are rocks with spotlights on them. Is it necessary to have these items lit? Also in many of the buildings on campus there are flat screen 68televisions68 here and there with 68electricity used/saved68 on them... aren't they using extra electricity as well?
39	03/26/10	IT	IT equipment	Hello, I don't know what the current plan for old equipment is but it is clear to me that there is value there and it would be a way to raise funds. Just a thought. ThanksGuy
40	03/26/10	Mathematics and Computer S	Usage Patterns of IT Resources.	There are a number of computer enabled classrooms. It is unclear what applications are used on these machines during the class period. It is also unclear what percentage of these computers are used for class related work. IT could determine what applications are used on the class room computers and estimate if the cost of updating, maintaining and powering the computers is justified.
41	03/29/10	UR	lights	The amount of electricity used on unnecessary lighting is high. Shut off the lights where they do not need to be on. Every office does not need every overhead light on. Especially with everyone on a computer. How much light is really needed?
42	03/29/10	Fiscal Affairs	cooling cost	Many of us wear sweaters year round, in the summer the air conditioning should be raised slightly so we don't have to open windows for warmth.
43	03/29/10	Athletics	Email printing	In order to save ink cartridge cost, we should change the font used in our emails to the font which will print using the least amount of ink. I'm not sure what we use now is the best, and/or advise all to use a certain font when writing a document, letter etc. that may be printed.
44	04/01/10	Facilities Paint shop	VSRP	Post and advertise to all employees the VSRP- Volentery service reduction programIt was little used year explain the programs pros ,I would use it again Thanks Mike
45	04/02/10	Paint shop	Lighing	Take a drive by at night . Many lights are on and now the ball field is lite past 8:00pm . Be a good neighbor turn off ball field lights at 8:00 pm
46	04/05/10	Facilities - Grounds	Shuttle Bus	Eliminate shuttle bus service on Good Friday or at the very least reduce from two buses, driving around in circles empty, to one. Even the bus drivers wondered why they were here when there was no classes and a long weekend (Easter) We were painting lines on the roads and first hand saw how many times they drove by empty.
47	04/07/10	School of Continuing Educat	Save ink--Save money	Change the font. In an article on Yahoo News, the University of Wisconsin-Green Bay switched from Arial to Century Gothic. They said it's 68very readable68 and they expect 68to save \$5,000 to \$10,000 per year with the font switch.68 68Century Gothic uses about 30 percent less ink than Arial.68From 68Here's a legal way to print money: change the font68 by Dinesh Ramde, Associate Press Writer, April 6, 2010

48	04/07/10	Library Technical Services	Change fonts, save money	This article in CNET describes a Dutch study which indicated that choice of printer font can result in significant cost savings per printer. (The university could choose to use a new official font to capture some savings): http://news.cnet.com/8301-1023_3-20001913-93.html?tag=TOCmoreStories.0
49	04/13/10	Center for Early Childhood E	Surplus Store	My suggestion is as the University updates equipment there should be a way to list usable items for resale. It could bring some extra money into the university as I'm sure many people would be interested in it. Pratt & Whitney has done this with much success- http://www.utc-computers.com/about_us Maybe someone could contact them for additional info?
50	04/16/10	Modern & Classical Language	Cell Phone Minutes	Many of us have unused minutes in our cell phone plans, and some have unlimited calling. We can ask that non-critical calls be made from personal cell phones, since they don't cost anyone anything.
51	04/21/10	Library Services	CSU System Universe publication	I do not know how much would be saved, but why not send a link to an online site for this full-color booklet? I realize it is probably best to mail print copies to off-campus recipients, but people on campus do not need to receive individual copies which are likely to be quickly scanned or read and discarded. This might be a system-wide savings since I think everyone at all four campuses receive individual copies.