

Works Smart Suggestions
Fiscal Year 08-09

1.	<p>It is such a simple way to save. The fact is we all work on computers which generate their own source of light. My suggestion is to shut off all overhead lights if your work, like mine, is exclusively on the computer does not require overhead lights. It also produces a very calming atmosphere.</p> <p>I also suggest we attempt to go to as close to paperless as possible. I understand some things have a need to be printed, but things like News clips, catalogs, campus newspapers, campus invitations, some event flyers/posters may all be designed and sent via email as a pdf or jpg. The pdfs can be saved in printable formats as well as lo res formats so that if the need arises, it may be achieved.</p>
2.	Review use of refrigerators in workplace areas: eliminate(where possible)or replace with more efficient units (as appropriate).
3.	If timecards were computerized it could cut down on the use of paper, copiers, storage facilities and employees processing time. This would then allow employees to spend valuable time on other aspects of their work.
4.	As an employee and as a parent I would go crazy with all of the mailings that my children would get at home. If we could advertise that i.e. admissions is doing a mailing in 7 days send 1000 folded inserts for freshman, or student center is sending a mailing to freshman and parents on 9/12/08, if you have information you want included with this please send to student center by 9/1/08, flat, 1000 copies no more than one sheet.....I think you get the idea. Good Luck I hope you get lots of wonderful ideas,
5.	sorry no money savings but a reduction in time just like money! Indicate one day a week NO e-mail! Staff will actually have to pick up a phone and resolve an issue without e-mail. Staff may walk to the very next office and talk "person to person". Studies have been done in business and productivity has increased, great benefit!
6.	4 day work weeks either rotate with others in department to have 5 days of coverage or 4 days during winter session and summer session closing buildings completely on a Monday or Friday. Savings with building heating and air conditioning. I am sure this suggestion will be submitted a 100 times. This is a win win ...service departments would be open earlier and later to accommodate commuters. Sorry I'll stop now but thanks for letting me have an outlet! Thanks Leah
7.	The amount of toner used for printers in every office on campus can be substantially decreased by selecting the EconoMode or DRAFT print quality property. The quality is fine for everyday needs.
8.	The lights in the Attic of the Science Building are on all day and all night, all weekend. I am not sure if the energy is coming from our budget or the contractors' involved, but if it is our budget, we need to put timers on those lights or turn them off.
9.	<p>ITS is in the process of preparing to build a new Server room. Costs are very tight due to current budgets, so Green initiatives will break the bank; BUT. In Switzerland, an enterprising IT person piped the waste heat from their server room into the neighboring community pool. Eastern could do the same thing- Our servers use an enormous amount of energy, and it would save quite a bit on oil for heating the pool. It would also save out-year capital money in either not building a new solar array on the Sports Center or building a smaller one.</p> <p>And I like to swim in a nice warm pool :-)</p>
10.	Close the campus between 12/25/08 and 1/4/09 (or whatever portion of that period is feasible). Other institutions and businesses do this to save significant energy costs. Only essential personnel would report as usual. Most buildings could be closed. Work out leave arrangements with bargaining units. Reschedule classes, if any are affected. It's easy to find reasons NOT to do this, but given the unprecedented economic situation, the potential savings may make this a more attractive plan than ever before.
11.	On the news lately, UConn had dorms compete on with each other on who used the least electricity. The winning dorm received free ice-cream from the creamery on campus. Maybe we can do something to that effect having "Battle of the Dorms" and seeing

Works Smart Suggestions
Fiscal Year 08-09

	which one could conserve the most energy. The winners could get a free cookout or something to that effect. Just a thought.
12.	I do enjoy seeing the wonderful brochures concerning ECSU, but only one copy per office instead of each individual I promise to forward to everyone on staff. OK more tomorrow!
13.	Throughout the new Science building there are motion sensors that turn off the lights when rooms are unoccupied. Nevertheless, many of these lights burn on nights and weekends and most of each weekday. A team of people could be assembled to walk the building some evening or weekend to determine which sensors need adjusting and report the results to our facilities staff.
14.	During off hours the shades should be lowered in all classrooms and faculty offices. This helps with heating/cooling.
15.	By removing one florescent bulb from the countless multiple bulb light fixtures throughout campus might have the double effect of reducing light bill and florescent supply bill.
16.	Replace electrical switches with motion sensitive switches. There are some on campus, but many more could be installed. Also, in buildings that are not in use overnight, lights should be turned off (example Gelsi Young and Wood). Make it mandatory to turn off computers each night in office areas.
17.	Having graduated from the University of Michigan, I was surprised that Connecticut colleges supply blue exam books for free to students; at Michigan, students buy them (for a minimal price) from the bookstores. If this practice were instituted at ECSU, every department would see savings.
18.	I would highly recommend defaulting all Eastern Copiers and printers to default to 2 sided printing instead of the one sided printing that they are currently set-up as. This will eliminate wasted paper and toner costs.
19.	I believe that the University would save a lot of money if all employees would shutdown their computers at the end of the work day. Those computers use about 200 watts each, which is like 2-4 light bulbs.
20.	It strikes me that in an effort to be collegial and to entice attendance, we often have rather lavish food spreads. I also know that some departments (not mine) regularly use department money to buy lunch for meetings. While on the one hand, I love to eat and love when someone else provides me with food, I bet many thousands of dollars could be saved if people either cut back or eliminated food budgets entirely. I am not suggesting that we eliminate food at events or meetings, rather that we think about economizing what we do order, eliminate what we can and put the money we did not spend back into the general fund.
21.	Fan installation overhead in the atrium to distribute and reduce rising heat more effectively. Perhaps of benefit to cooling system. The Atrium becomes frigid during the summer with wasted cooling where nobody has offices. This past summer there was less than in previous years. Maybe someone has addressed this issue already. This kind of thing has produce results in other situations.
22.	Our department receives numerous bulk mailings from other departments addressed to each member of the department. Mostly upcoming events. Suggestion: 1.mail only one flyer to post in the shop. 2. e-mail for the supervisor to print and post in each department.
23.	Since all invitations for on-campus events are sent to Eastern employees via email I think there would be a substantial savings if we did not receive paper invitations too. This would save not only on paper, toner, labor for stuffing envelopes or affixing address labels, but on outside printing services for fancier invitations as well.
24.	There is a continuous drip of hot water on the 2nd floor of the library that has not yet been addressed. The original work order was given in April 2008. Buckets are catching this water, and now there is a bucket hanging from the ceiling. The person who reported this did not want to give his name. This is a waste of valuable energy to heat this water that has been dripping since April.
25.	Campus Police could minimize vehicle usage and increase foot/bicycle patrols. Grounds could minimize vehicle usage (more

Works Smart Suggestions
Fiscal Year 08-09

	specifically low mpg vehicles -- large trucks and pick-ups). Ban vehicle idling. Reduce the frequency of shuttle service. Mow the grass less frequently.
26.	The University should strive to reduce the costs associated with the printing and circulation of paper materials for campus wide distribution and instead issue electronic versions of this material. Examples: The University Hour, Arts & Lecture Series and Performing Arts calendar of events could be created and circulated electronically thus reducing printing costs and use of paper.
27.	A few years ago several support staff members were interested in taking off three months unpaid during the summer - either by spreading the 9 months salary over 12 months or taking the summer months off unpaid. Work slows down during these times and would not impact service negatively. I would still be very interested in it and believe that several employees would also take the opportunity and save money for the university at the same time. Thank you.
28.	There are many jobs that we design in University Relations that I feel should be viewed online as pdf's instead of getting them printed by a commercial printer. This would save the university money and would help the world with the tree consumption and fuel when delivering these publications. I feel the university undergraduate/graduate catalog should be an online pub. This would save approx. \$29,000. Also, our student handbook is another example where if we used the pdf online instead of printing, that would save another \$10,000. These are just some of the publications where Eastern could save \$\$\$.
29.	<p>Install system wide IP based Videoconference system (CSU SU, ECSU, CCSU, WCSU, SCSU) : reduce administrative travel time/expenses</p> <p>Implement voluntary 4 day work week program for employees : energy savings/increased efficiency, morale</p> <p>Consider outsourcing (CSU system Office, commercial) as an alternative to hiring additional staff in some areas : staffing, cost savings</p> <p>Implement University purchasing card program : efficiency, reduce paperwork</p> <p>Maximize the use of current technology equipped classroom, conference, lab spaces ; equipment cost savings</p> <p>Establish ECSU as a Center for Hispanic Studies/Cultural Center; revenue generation, national prominence.</p> <p>Establish Student Center as a premier Conference Center for the Willimantic area; revenue generation</p>
30.	<p>1. In Wood Support Services, in the main lobby the florescent lights all have 2 florescent tubes in them they are capable of using only one florescent tube. I suggest removing some of the florescent tubes except around financial aid, registrars, sabo and bursars windows.</p> <p>2 Set up computers to automatically shut down at specific times if they are "Logged Off". There are a lot of computers on campus and after 5 pm lots of people go home but not everyone shuts down their computer. So what I would suggest is ether ask people to shut down their computers or setup the computers so that if they are logged off then at a specific time like 6 pm they will automatically shut down and turn off. If the computer is "locked" then the computer should not shut down. This should be setup for the computer labs as well so when they close the computers will automatically shut off and save the university money on electricity.</p> <p>3. Landscaping. Don't buy plants that die every year. Only purchase plants that will come back to life after the winter.</p>

Works Smart Suggestions
Fiscal Year 08-09

	<p>4. Electronics that run in standby, they use a very small amount of electricity but when you have thousands across campus it adds up. Encourage people to turn off printers, monitors, photo copiers etc. Read more here http://en.wikipedia.org/wiki/Standby_power</p> <p>5. Setup motion sensing lights in the bathrooms, that way if no one is in there for a while the main lights will turn off.</p> <p>6. In stall waterless urinals, they have them in Buckland hills mall they work and they don't smell. It'll help save a lot of water.</p> <p>7. Install Faucet Aerators on all faucets that don't have them.</p> <p>8. Make sure the heat isn't turned up really high in all buildings.</p> <p>9. Turn down the hot water temperature in the office buildings.</p> <p>10. In Wood Support services and other buildings, clean out the vent systems or put filters over the vents to catch dust and stuff. This will help cut down on the number of people getting sick and calling out, some people have said the air in Wood Support gives them headaches but they feel better when they aren't in here.</p>
31.	<p>The entire paper-based payroll process is very tedious, and time consuming. I spend at least 1/2 hour every two weeks just initialing multiple pieces of paper. Multiply this time all over campus and it adds up. I believe there must be a better way and I suggest that we find out how this process is accomplished elsewhere. I have heard for several years that we were going to automate this process but it never seems to happen.</p>
32.	<p>In this electronic age, many transactions require a credit card. The Library regularly must purchase documents on demand via the Internet to satisfy faculty research needs. These purchases are from online databases to which we do not subscribe. In the current credit card restrictive environment, a staff person uses his or her own personal credit card to make the transaction and then seeks reimbursement by filling out much wasteful paperwork for small sums. Other State Universities allow credit cards (with limits) for the Library. At UMass Amherst they have had a credit card in the Library for at least 10 years. There are also other CT state institutions with credit cards in the hands of responsible people. If the Library Director has signatory responsibility for an entire collections budget, it seems like having a credit card for judicious use would streamline what is now a time-consuming process of after the fact reimbursement.</p>
33.	<p>The University should look to consolidate the printing of so many brochures, formal invitations and larger bulk mailings by using strictly e-mail (with attachments) and web site postings of such items.</p> <p>The costs of printing full-color booklets, invitations and brochures and mailing them to both on and off campus addresses can definitely be spent in other, more student-centered ways.</p> <p>Departments should post all documents and catalogues on-line instead of making 100's of copies at the copy center only to have to then mail them out. This is what makes the University website so valuable to the future of higher education.</p> <p>For example - Athletics and Student Affairs both spend thousands of dollars on academic planners for students -- the university should arrange for only one academic planner encompassing all department needs to be published and given to each student.</p>
34.	<p>I would assume it would save the University, (individual departments) a lot of money if they would Email everyone instead of</p>

Works Smart Suggestions
Fiscal Year 08-09

	mailing the paper flyers, brochures, notices, etc. to every member of the University community. It would save on expenses for the paper, printing, time for the sorting and distribution of these notices when everyone could just read it from their email. Most of the notices get thrown out anyway, I think it is very wasteful.
35.	We believe Eastern could save a substantial amount of money and time if we moved toward e-signature technology. At the very least we could use this method for internal forms (i.e., grant paperwork, CSU-2, Search Plans and Reports, Travel Authorizations, etc. etc. etc.) and memos. It would involve purchasing software and signature pads for each computer but would streamline operations, save wasted time and cut down on the approximately \$52,000 annually that we spend on paper. Further, it would decrease mailroom deliveries, make it easier to file on-line and move Eastern toward an even "greener" campus.
36.	<p>This has been an on-going issue, that many people have mentioned, yet I have not seen anything happen to correct the problem. Specifically I am talking about the opened windows in the SRV complex during the heating season. This morning when I arrived at work it was 34 degrees and I noticed several windows opened in Constitution Hall. I decided to walk around the SRV complex and there were 80 windows opened.</p> <p>There should be some mechanism in place to identify the room windows that are opened during the heating season, inform the residents to close them, and notify Facilities to correct the problem if it is too hot in the room. Not sure how much it costs' to heat these buildings but a lot of money is going out the windows...</p>
37.	If the University observed Columbus Day and Veteran's Day as they do Martin Luther King day and close we would not have to heat and light the buildings those two days.
38.	When hiring prospective part-time faculty members, if they have been working for UCONN or any of the CSU campuses, we could save money by not having to go through the criminal records searches, since UCONN and the CSU campuses are part of the state. It never made sense to me, but maybe there is more to it. The cost per person would be at least \$100.
39.	The university receives a lot of textbooks and other materials, such as computers, and other equipment, that comes packaged in recyclable and non-recyclable packaging. For the non-recyclable padding, we could have some main repository where it can be held, until such time when the university needs padding to sends packages, thus avoiding double wasted (when receiving and when sending).
40.	<p>After meeting with a former colleague from Westfield State College, I learned that the new President at Westfield, Evan Dobell, has approved the closing down of the college for Christmas week to save on energy costs, promote sustainable practices, and boost staff morale.</p> <p>I have also worked at another institution (Stetson University) where this was implemented and days off were considered "Family Days". With the current situation, most employees take the week off or at least part of it and often, energy is used to staff an office of only one person. Additionally, budget money is often spent for holiday parties during this week. Although they are a nice gesture to show appreciation for staff, I'm sure the majority of staff would fore go holiday parties in order to have some time off...all the while, saving budget money and energy costs.</p> <p>Additionally, with inclement weather, closing the university would also prevent any commuting accidents which are more prone to occur at this time of year. With families trying to save every bit of money they can because of the current economy, not only would closing the university for a few days help with gas/commuting costs, but also assist in saving the university money in heating and electricity bills.</p> <p>From personal experience, having a few days to spend with family and friends at this time of year is also a wonderful gift that the</p>

Works Smart Suggestions
Fiscal Year 08-09

	<p>university could give to its staff, while helping to alleviate energy costs at the same time.</p> <p>I do not know the statistics on how much energy costs could be saved, but I think it might be worthwhile looking into. Thank you for looking into this suggestion.</p>
41.	<p>Our office just received 4 single sheet announcements, individually addressed for an event that took place last evening. This is not the first time this type of information was delivered after the event took place. With email, paper notification is not efficient and should be eliminated. The paper, toner, time to create the labels, and delivery of an outdated announcement is a big waste of time and energy. It should not be allowed.</p> <p>The formal announcements for special events should be limited as well. Use email for all those on campus.</p>
42.	<p>Energy Conservation Ideas</p> <p>I suggest that the University conducts a technology/energy audit of all buildings, and positions to insure technology is being utilized to conserve money, time, paper etc. The ultimate goal is to:</p> <p>Encourage the Eastern Community members to be aware of the cost associated with running a non-profit institute.</p> <p>Encourage faculty/staff and students to use the University's course management tool.</p>
43.	<p>Improve temperature control in buildings and save energy on air conditioning and heating. During the summer, some buildings are overcooled and during the winter there are some days when they are overheated. Especially make sure that the thermostats in the offices are in good working conditions.</p>
44.	<p>If Department heads and chairs had the software so that they could download the reports that are sent out monthly - those monthly print outs could stop - and people could easily monitor budgets. Once a month for reports is not often enough and we end up having to keep duplicate books. It would be ideal to be able to download the report into an excel spreadsheet for analysis etc.</p>
45.	<p>On Saturday afternoon, I was in the Sports Center gym with the ECSU Cheerleading team, who I advise. Technically, the building was closed at 3pm, but our coach has a key so we can practice later. While we were in the gym, the fans and AC were both on full blast, and the space was freezing! I am sure that some air needs to be flowing through the gym to keep it at a decent temperature, but once the building is closed, there is no need for it to be at such a low temperature. I am sure that over a years' time period, if more attention was paid to the setting on the AC in the gym, we could save a lot of money on electricity. That is one of the largest spaces we have on campus and it only needs to be kept really cool when there are games going on. Just a thought!</p>
46.	<ul style="list-style-type: none"> - Lights throughout campus public spaces on timers and/or motion sensitive. COST/RESULT: Initial cost in timer/motions recouped quickly in electricity savings - Donation of old IT hardware to area schools/non profits. COST/RESULT: No initial cost; tax write off and good public relations - Faculty/Staff/Student Online Carpooling Tree. COST/RESULT: Minimal organization and no start up cost; resulting in less campus congestion/wear and tear on parking lots and garages. Particularly helpful during campus expansion and construction periods. Cost savings for university employees and students by pooling resources. - Initiate annual awards for campus faculty/staff achieving the highest fundraising for university events and programs. Similar model could be used to reward faculty/staff who do interdepartmental outreach to pool dept budgets for various events and programs. COST/RESULT: Year-end award event cost minimal; greater drive to find outside funding to lower many budgets and improve programming and to pool internal funding allowing for greater impact of events and for a broader liberal arts reach - Use waste oil heaters and/or partner with area waste oil recyclers to recycle university vehicle oil to usable fuel. Check out: http://www.econoheat.com/heaters.html or http://journeytoforever.org/biofuel_library/ethanol_motherearth/me4.html <p>COST/RESULT: Initial cost for heaters; huge savings in basically free fuel</p>
47.	<p>In our building (classroom wing of CFDR), emergency lights automatically come on throughout the building every evening and appear to stay on all night long (I've been here at 1 am and the lights are still on). I would imagine a significant energy savings</p>

Works Smart Suggestions
Fiscal Year 08-09

	over the year if the lights turned off after the custodial staff finished their work...
48.	I receive many event flyers, invites, and booklets from other departments throughout the campus. I look at them and put them in the recycle bin, if every person is getting the same information that's a lot of wasted paper. With our E-mail network and other mobile networks, we have all this same information at our finger tips without using paper. Thank you.
49.	Reducing margins to .75 (top, left and right margins) would amount to savings of more than 45,000 reams of paper a year and more than \$120,000. (According to article in the Hartford Courant by Ms. Klimkiewicz.
50.	Because of the many recent moves that have taken place on campus, I have suggested and IT will begin a campus wide sweep of all our telephone lines to be sure that the proper accounts are being charged, identify telephones still being charged to the University but not in use, etc. I previous sweep several years ago, after the move to the Administration Building, resulted in over \$2,500 in savings a month.
51.	Admissions mails out acknowledgement letters for every application received. This letter thanks the student for their application and list any missing documents to date. Admissions receives 5,000 - 6,000 applications every year (fall & spring semesters) with 94% of the applicants providing an email address. Admissions, with the help of IT, can now email this letter including a link to instructions on how to check application status online to students. This email process will save approximately \$2,300 in postage annually, as well as letterhead, envelopes, the time to fold and stuff by the Admissions staff and the time to apply the postage and seal the envelope by the Mailroom staff.
52.	Maybe we could cut way back on how many campus phone books we print or eliminate the print version and just use the address book in email.
53.	Make sure the seals around windows and doors are good so that no air flow during winter and summer months occurs. This will help reduce heating and cooling costs.
54.	Make sure all the faucets and anything else that use water on campus aren't leaking, dripping or continuously running.
55.	The other day I washed my hands in Goddard, the temperature was excruciatingly hot, and needn't be. Turning the water heater temperature down even a few degrees in the teaching buildings would certainly save some money with little to no impact on daily life here.
56.	I recently realized that all of our laser jet network printers are capable of double sided printing but the printers were never setup correctly. I suggest that IT check on the printers on campus to see if printers capable of printing double sided are setup correctly, this would help save paper and for our department laser jet ink is cheaper then photocopier ink so we could print double sided forms out without having to use the photocopier.
57.	The Outlook calendar is available to everyone on campus yet some do not use it making it very time consuming and costly to schedule a meeting with a group. I feel it should be mandatory for everyone to use their Outlook calendar. Further, it would save time if all Secretaries and Admins had access to conference rooms on campus via Ad Astra - if not all of them, at least the ones in their buildings.
58.	Hi--every year I get a nice plastic card in the mail with details about the weather hotline and media stations used to communicate weather related closings. I throw it away. First of all, I'm considered essential, so I have to be here anyway. Second, how about sending this information through an e-mail? Wouldn't this inform the community just as well? Thank you, Dorothy Phillips
59.	Solar Power/Panels Suggestion The University may want to consider fitting all buildings with solar power/panels. If you unfamiliar with this technology, it converts

Works Smart Suggestions
Fiscal Year 08-09

	energy from the sun into electricity. Much money can be saved if the University is able to reduce the use of electricity.
60.	Put stickers on all copiers on campus to encourage and remind users to make 2-side copies.
61.	When meetings take place in conference rooms on campus, I suggest that at the beginning of the meeting, an individual be identified to be responsible to shut off the lights at the end of the meeting. I find that many times when a meeting is held in the CT Room, the lights are left on for hours at a time after the meeting has ended. I'm certain that this also occurs all over campus. We can save energy simply by making one individual (per meeting) responsible.
62.	Change all lighting power control to motion sensing switch will save a lot of money from electricity. This could also avoid users not switching off the lights when they leave the room, especially classrooms.
63.	I find that many water taps are not completely turned of in bathrooms and showers all the time. Place a sticker by each of the water taps on campus will remind users to make sure they have completely shut down the taps to save water and money for Eastern.
64.	This is a big project to use solar power for heating and hot water on campus. I suggest it for the capital planning and it will save money and fulfill our sustainability idea for Eastern.
65.	Eliminate the TV monitors which show the electrical usage on campus- I teach in the new science building- the only thing I have seen on the flat screen monitor in the lobby is energy usage. Isn't this screen using energy to give us that information? How many other such screens are on campus?
66.	Reduced building Availability If the University closes all buildings for about one to two weeks during the coldest time of the year, it would reduce energy cost. In addition during regular school year, the University may want to consider closing all buildings from Thursday through Sunday. The closing of the buildings will result in reduction energy in all buildings.
67.	Each fall, the University provides a Campus telephone directory, which, to date we still have not received for this year. In the past several years, the amount of students who request their numbers be listed has dwindled, with only 6 resident students appearing in last year's directory, out of over 2500 students. We typically receive this directory mid-late November, which to me is not a timely dispensation of the information it contains. Faculty, staff and students have access to a campus directory on-line and in Outlook, so why not save the money to print it, as well as the time it takes for staff members to put it together? In an effort to save money, and go green, this is one publication that may not be worth it.
68.	A number of universities have eliminated trays from dining halls. Although this is somewhat inconvenient, it reduces costs of washing trays (saving both water and energy) and reduces the amount of wasted food.
69.	I have taught classes in Shafer Hall or two semesters. The most recent semester is the one we are currently concluding. This semester I was in room 112 and last Spring I was in room 213. Both classrooms have window air conditions. Both classroom have single pane windows with an a section that can be opened. Room 112 faces east. In the morning the solar gain in that room is substantial. So much so that the temperature approaches 80 degrees or more and the humidity, particularly in the early fall, is noticeably uncomfortable. My students complain. The air

Works Smart Suggestions
Fiscal Year 08-09

	<p>conditioning cannot handle the load, and the air conditioning creates a noise level that is unacceptable. Even today, the room temperature was unusually high and the humidity was noticeable.</p> <p>I can imagine that the current energy balance for Shafer Hall class rooms, particularly room 112, is economically quite expensive to maintain.</p> <p>My suggestion would be to change the windows to double pane with much larger opening sections. In many cases a larger window opening would result in the A/C not being needed. Replace the window A/C units with energy efficient units that are quieter. Check heating system for leaks. (Maybe the cause of high humidity.)</p> <p>I can not speculate on ROI for this plan, but if oil gets back to \$150.00 a barrel it might make sense.</p>
70.	I have heard of Printer Software that saves paper by not printing pages that have little or no information...the pages that usually print out at the end of a document...
71.	As a campus located on a hill, we have a unique opportunity to build an outdoor amphitheater into an existing hillside. Professors could take their classes to the outdoor classroom on beautiful days (the space could be reserved), theater events could be held there, etc. thus saving on the cost of lighting and running computer equipment in the particular classrooms that are unused. I know it is probably too late to implement a plan like this as the new Master Plan has already been approved, but I think it's a great idea for the future.
72.	<p>The suggestion is too have the low level lighting in the vault of the archives turned off. We have been told that the lighting may be on because of safety reasons BUT having the lighting on 24/7 is a waste of energy and most importantly deteriorates our material. Light is a proven factor in the breakdown of documents and the lighting is not needed. The area does have windows so if the power was lost and someone was in the archives the outside emergency lighting would give people enough light to leave the room.</p> <p>Again having the lights on 24/7 is deteriorating our paper documents and the light is not needed to vacate the room in case of an emergency. Being able to shut off the lights would save the university dollars 365 days of year, having the lights off 12-15 hours or more a day would be a significant cost savings.</p> <p>Please contact Tara Hurt with any questions or any further details. Tara 465-5563</p>
73.	Each year, all the faculty and staff get weather hotline cards. The information does not often change. Why not send these only to new hires and those who might request a new one to replace a lost one? The money saved might not be substantial, but it would be a start.
74.	Setting up recycle bins on-campus and educate students/staff/Eastern community to recycle the waste. I saw too many recyclable materials were not properly handled around the campus. Eastern may sell those materials and put the revenue back for students (e.g. students' scholarship, bring down the cost of any students' programs, etc.) A recycle competition may organized among residential halls to educate students to the importance of recycle and sustainability.
75.	<p>My idea will not save money but earn money.</p> <p>I would like to suggest that Eastern hold a sale of unused surplus items once a year or more depending on the volume of surplus items.</p>
76.	Eastern uses paper forms for several processes, such as ordering, independent study, honors thesis, travel authorizations, CSU-AAUP travel requests, etc. If these could be submitted electronically (especially the orders!), it would save on paper, copying, and

Works Smart Suggestions
Fiscal Year 08-09

	toner. I know (personal experience) that UConn has an online ordering system, in which the order is place by a department, checked for adequate funds, and placed within one day (over the telephone), saving time and materials.
77.	Mitch's car has under 10K miles on it, new and depreciating without much use, suggest rolling into pool fleet to have people use, and allow him to use one of the many older models that are being used by facilities. A jeep Cherokee was donated to the foundation, sitting for two years not registered and not used. Roll into fleet or sell it.
78.	I walk to campus. I find pounds of excess salt on walks and stairs. In some places it is so thick it is like having loose gravel on the steps. It is enough to be a tripping hazard of its own. The excess salt leaches into the concrete and corrodes the rebar in the step treads. Note the crumbling stairs on the west side of the Library leading toward Webb Hall as an example. The salt is hazardous, the step damage is hazardous when salt is over-used. We need salt to be distributed more evenly and more sparingly to save money. In terms of ice control, yes we need enough salt use or timely manual snow removal to avoid slip-fall injury...but too much of a good thing is very costly and makes walking hazardous too. I have not included the damage to interior floors by the tracking in and grinding in of salt in our building entrances and hallways. Careful, timely, and consistent snow removal would make salt use on campus almost unnecessary, but I also realize we are understaffed for that. Perhaps knowing which steps have rebar and being more manual than chemical in our approach there would save us thousands on repairs or potential lawsuits from injured persons.
79.	W-2 should be given out with paycheck and not mailed. Only mail ones that are not picked up with a certain timeframe to their home address. This will save on postage cost.
80.	My graduate school alma mater (UNC Greensboro) just saved quite a bit of money by turning off their landline service to dorm rooms. They found that a good percentage of students have cell phones and never activate their landline voicemail or even use the number assigned to their room. I already spoke with Dennis Hannon about this issue and in explaining the intricate manner of how the landlines are used in dorms (i.e. - data, voice, the CSU system, etc.), it seemed as if it's an impossibility; however as a teacher who sees cell phones each day in class, I am beginning to think landlines to dorm rooms are an antiquated system which wastes money.
81.	There are machines available for purchase that are able print, fold, and stuff envelopes. These machines can be rented or purchased and can also be used to fold and stuff checks. By placing these machines in the areas that send out the most, it would reduce the manpower and time needed to fold and stuff these envelopes. Allowing other departments to use as needed would provide the same benefit. If the machine purchased/rented could be used for all sized envelopes, there would not be any more outsourcing needed for this service.
82.	There has been a lot in the news lately about leaders of various organizations, especially nonprofits, agreeing to forego raises or actual pay by simply either taking days off without claiming sick, vacation, etc., or working unpaid days. I think Michael Hogan at UConn has done something like this, and maybe President Núñez, too. It would probably be illegal to ask all the employees here covered by union rules to do this, but perhaps there would not be a problem with anyone who volunteered. This would need to be subject to a supervisor approving the actual day/days a faculty or staff member took, but that's easily workable, especially in the summer. Perhaps you could sweeten the pot by offering prizes for a drawing among those who volunteered, with higher level prizes going to those who worked an unpaid day (assuming this is legal). It could be a day at Norwich spa, a round-trip airline ticket within the U.S., etc. Even though the prizes would involve some outlay of cash, each would be more or less covered by the payroll savings on just the winner. I for one would be willing to take such a day, especially in the summer when I could take the paycheck hit better than I can now.
83.	With the ACH module in Banner, vendor payments can be processed electronically eliminating the use of paper checks, envelopes, and postage associated with mailing. This method can also be used for employee travel advances and reimbursements. Making payments electronically also reduces the space needed for document storage, thereby cutting down on the purchase of file folders,

Works Smart Suggestions
Fiscal Year 08-09

	storage boxes, etc.
84.	When you read the 100 cost savings ideas already submitted, you realize most of them fall under two overarching categories: saving money on energy by shutting off lights and computers, not heating and cooling buildings when it's unnecessary, installing timers, etc.; and saving money on printing and mailing costs, especially for outside print vendors, by emailing instead of printing various messages, printing on both sides of sheets, making people rely on online sources, etc. Maybe this is already in the works, but if not, why not assign one or two members of the Ad-Hoc Budget Committee to review the various suggestions under each category for cost effectiveness, etc.? Some are likely practical, and others may not be. For example, what's the system for assigning a person at each event and gathering and for all the classrooms to turn out the lights when the events are over or the rooms are not in use? This one is free, but it will take some planning.
85.	How about eliminating personal radios, clocks, cell phones, cell phone chargers and any other personal electronic device from the work area at consumes energy. We all have clocks on her computers and work phones.
86.	If given an option, I think many employees would consider trading a pay increase for more time off (vacation time) during these tough economic times. If discussions with the various unions become necessary, please make this suggestion. Or perhaps allowing or encouraging staff to take a week or two without pay (like unpaid leave) on a voluntary basis, of course.
87.	Why can't we hold off on taking sabbaticals until we have more available funds? I have no idea how much money that would save, but you have to hire someone to take their place in the classrooms.
88.	Annual subscriptions for software are very expensive, especially when many of the basic programs are available for free as open-source applications. Endnote => Zotero, etc. Blackboard/Vista => Moodle, etc. MS Office => OpenOffice (including Impress, replacement for Powerpoint), Google Docs... (most controversially) Worth considering, though you should definitely poll faculty to see if this would be acceptable or not, and what headaches it might/might not cause for IT.
89.	For draft copies: Place a bin in every office for collection of discarded paper printed on one side only. Place discarded paper print side down so that blank sides all face up. The second, blank side of this paper can be used for draft copies. This strategy would be more difficult to use where several people share a printer than for individuals with their own printers, but it might save the costs of buying and handling (shipping, delivery, recycling) a great deal of paper. "Discarded" copies of exams and other materials that should remain private would, of course, be exempt from inclusion in this re-use effort. If deemed impractical for staff/faculty use, such discarded paper might be made available to students, who might welcome free access to it.
90.	The heating/air conditioning situation in Shafer Hall is out-of-date, and incredibly wasteful. I teach in Shafer all the time, and I've gotten to know the building's idiosyncrasies. Please consider: 1.) Replacing the thermostats in the classrooms and offices. Most of them don't work, and the heat is on constantly. There have been many times where the heat is on full blast (in the early fall, for instance), and the windows are wide open to compensate. 2.) Replace the window air-conditioners with quieter, energy efficient models. The A/C units must be 20-30 years old. 3.) Energy efficient windows would also be smart. I can't imagine that we'd be able to install double-pane windows, but what about windows with Low-E filters?
91.	For campus social events where coffee will be served, encourage attendees to bring their own cups. Eliminating plastic cups from

Works Smart Suggestions
Fiscal Year 08-09

	<p>the food service could reduce both cost and non-recycled trash. Also serving beverages--iced tea, and juices. by the pitcher could reduce small packaging costs and trash.</p> <p>If we have not done so yet, ALL bottled water should be eliminated from the campus. Poland Springs had water filter systems for areas where building water may be questionable.</p>
92.	A number of doors have visible gaps that cold air comes through. A simple low cost solution is weather-stripping.
93.	<p>Use the facilities departments to do some of the small jobs which have been farmed out to private contractors. We have qualified people to take care of many of these jobs. I believe this would be rewarding in 2 ways</p> <p>1 Utilizing staff on site 2 Moral builder</p>
94.	Is it possible to eliminate some of the printers and fax machines on campus and begin using the network capabilities in the Canon copiers we already lease. This could save electricity and reduce the amount of heat produced by those machines.
95.	Nearly every semester, I teach in Webb 316, which faces the new science building, and have watched as the science building was being built, and even now, I look out at it occasionally. Since the building received its walls, I have noticed that, in a room at the very top -- a room that obviously is not a classroom -- there is and has been a ceiling light on continuously since, to my knowledge, fall of 2007. Someone should turn the light out. It might not save much, but it could save something.
96.	With respect to department budgets, historically we have operated under a "use or lose it" system. That is, spend all your budget or you get penalized (with a reduced budget) the following year. Perhaps departments could be offered an incentive to turn in a surplus, and the budget for next year could be set somewhere between the previous year's allocation and what was actually spent.
97.	With the support of the involved bargaining units (i.e. A&R employees union), allow staff to voluntarily elect to reduce their hours from 40 per week to 35 (or similar reductions), thus reducing the payroll costs for those workers, without imposing more severe cuts that will cause hardship to those with greater financial need.
98.	Proactive verses reactive meaning ,take the initiative to do the job instead of waiting to have someone direct that it get done.
99.	<p>It appears that each member of the campus community is sent, via campus mail, a copy of the CSU publication "UNIVERSE". While this is a nice way to keep everyone informed of what is happening at ECSU as well as at our sister universities, this brochure is expensive to produce.</p> <p>I would like to suggest that a copy be sent to the heads of offices with only one additional copy to each office to circulate among the workers, if they chose to look at it. I know for a fact that many of these publications end up in the trash as soon as they are glanced at, if glanced at all.</p>
100.	<p>By negotiating with the Unions so that all employee holidays are the same days in all the contracts. This way the campus can be officially "closed". Substantial savings realized by not having to heat and light buildings for the very few who do not have the same day off that others do.</p> <p>Negotiate with the Unions to have mandatory vacation times during the year. Many factories do it already. On campus the days between Christmas eve thru New Years Day, the campus would then be closed. Most people tend to take that time as vacation anyway. Again substantial savings to the Univ by not having to heat, light and support buildings that are almost empty anyway with minimal impact to the staff.</p> <p>On holidays and "officially Closed" days, classroom and office buildings should be closed and locked with as minimal heating/cooling</p>

Works Smart Suggestions
Fiscal Year 08-09

	as necessary.
101.	Do not start new hires the day of, immediately before, or immediately after a holiday. Note that there is no requirement that new hires have to start on a pay Friday. Also consider upcoming holidays when determining start dates.