

What can divisions do differently to reduce costs?

1. **Training-** With cost cutting the emphasis on training is reduced so I do not think this is going to make any significant reduction.
2. **Share functions-** If DOMs can be shared or we seek just student workers to do the DOM jobs then we can perhaps save some cost. But as DOMS are needed to work in the department this does not seem to reduce cost.
3. **Volunteer help** (in what areas? Only if we know what are the volunteers going to replace can we determine cost)
4. **Centralize scheduling.** The cost may be minimal but logistic may improve if we can centralize scheduling.
5. **Share resources-** office supplies and technology should also be centrally purchased and each department or division can use from the pool and be billed to the division. Some savings here.
6. **Shut buildings** when not in use. Some savings for sure.
7. **Late start-** if there are enough students to fill a late start we should consider it.
8. **Hybrid courses.** Many colleges have hybrids which saves students from coming two days a week to class (they may be able to come only one day or it may work to suit the student schedule better. I think hybrids should be encouraged and can increase enrollments. They should be labeled as Hybrids and not Online as some students do not feel comfortable with a complete online class.
9. **Combine sections.** If feasible we can combine sections. However those that require labs may be limited to the lab size.
10. **Become entrepreneurial-** do not know how this would reduce cost.
11. **Use it or lose it** I think promotes wasteful spending just to finish the budget so it should be eliminated.
12. **Flexible work weeks.** I do not understand how this could reduce cost unless we close a building for a day.
13. **Review early spring-** not clear on the cost implications
14. **One year schedule planning-** again not clear on the cost implications unless we combine sections or eliminate sections.
15. **Job sharing-** again without examples it is difficult to estimate cost saving if any.
16. **Electronic forms-** can have some savings.
17. **Sharing facility use information-** I would suggest centralized facility allocation so that all resources are optimally utilized.
18. **Class scheduling** – faculty teach more classes. This is a cost saving but a burden only to one section of the college community (faculty). Maybe across board salary reduction would be a more fair method of increasing revenue.

What can college do to reduce costs?

1. **Less watering of lawn.** – With water cost in Monterey increasing this could be a saving but could make MPC site appearance less attractive to students.
2. **CSUMB passing passes invalid-** we have to figure out how many students from CSUM are taking our classes and the revenue it will generate. My estimation is that it will be very low. Also

CSUMB has a reciprocal arrangement with parking so if they remove it then our students taking CSUMB classes will have to pay for CSUMB parking. I do not think it generates enough revenue.

3. **Lower thermostats**- this could be some saving.
4. **Remove additional electrical appliances.** – Are we suggesting microwaves and coffee machines- not clear? Unless it is a large appliance and takes significant power.
5. **Stop it**- discussed earlier
6. **Reduce paper usage.** Can have a significant cost. Faculty should be encouraged to use less and student printing should be restricted in labs.
7. **Centralized hotline support**- do not know the cost reduction but certainly it can increase student satisfaction by talking to an expert.
8. **Admin Mgmt teaching classes.** If faculty will take an additional load of classes the burden should be equally distributed to other MPC community members like Admin- If they cannot teach classes maybe they can do additional hours thereby reducing some staff positions and having significant savings.
9. **Class scheduling**- this should be a centralized function with inputs from faculty.
10. **Eliminate early spring.** – This could give fuller classes in Spring and may be a cost saving.
11. **Cross-train employees**- - not clear how this would save and the amount. Training cost are also significant and retraining after a short period is normally required.
12. **Charge Faculty and Staff to park.** – some saving
13. **Close buildings**- yes significant savings.
14. **No grading factor**- not clear what it implies.
15. **Outside contracts**– Outside contracts should be totally eliminated. Large saving
16. **Teach more units faculty**- saving but load on only faculty and not Admin or classified.
17. **Bigger classes.** Savings- however may not be feasible in all situations like those that need labs.
18. **Provide assistant for large classes**- we seem to be going the university model with TAs. Quality of instruction will certainly suffer.
19. **Push summer**- does it mean increase summer- not sure what is meant.
20. **Create summer bridge programs**- can increase summer classes and revenue.
21. **Run two full summer programs.** Not sure how this would increase enrollments or students. If one summer is then we can get larger classes than splitting into two summers with lower enrollments.
22. **Energy efficient**- cost savings as electric bills are huge. Maybe we should look at solar energy. It will not generate immediate revenue but it can help in significant cost saving in the long term.

Fall 2013 Cost-cutting, Revenue generation, Increasing enrollment

1. Yes large cost saving certainly
2. Yes, can have some cost saving
3. **Foundation**- Yes, many colleges task Foundation to generate revenue and seek donors to support core mission. Foundation can make significant revenue generation and help in the cost cutting.
4. **Retirement incentive**- This could reduce salary cost significantly.
5. Not Feasible
6. Not Feasible
7. **Flat Management**- can have large cost savings by giving Division chairs more leeway

8. **Printing cut-** significant cost saving
9. **President as Fund raiser-** Fundraising can have significant revenue generation which can support cost cutting. It could be done with Foundation and active support by top Management.

The first page only pertains to cost cutting.

In another document- Recommendations from faculty and staff in counseling

1. **Increase online course-** good revenue generation
2. **Freeze/do not hire VP of student services-** hiring of top management if delayed can give short term savings.
3. **Mail class schedules-** student enrollment can increase
4. **Rent out Sam Karas-** Other colleges attract business to participate thereby increasing revenue, giving more visibility of college activities to community which results in more enrollments and it can also help in custom classes being generated for business need.
5. **Participate in Study abroad-** not sure if this can have short term consequences.
6. **Increase full-time international students-** No short term advantage.
7. **Rent out classrooms-** not sure to whom?
8. **Develop partnerships-** not sure how this will increase revenue- maybe some custom classes.
9. **Serve as satellite campus to other colleges-** may decrease our enrollments than increase them
10. **Change to 4 day workweek-** significant savings in energy.
11. **Offer test proctoring-** not so much revenue generation but it may help local students who may take more classes
12. **Develop more CTE-** Yes if we can identify a need with very large enrollments.
13. **Publicize community Ed-** can attract more students but publicity has a cost.
14. **Rent out parking-** Pebble beach golf etc- Yes it can be a revenue generator.
15. **Print catalog-** can generate more students but printing cost is significant.

Finally I am covering Academic Senate now;

Divisions do to reduce cost:

1. **Maximize classroom use-** Yes
2. **F/T faculty teach core classes-** not sure how this reduces cost considering all faculty do meet load.
3. **Keep classes with biggest numbers-** Yes, but it can negatively impact certain strategic programs and some CTE which are limited by lab size.
4. **Standardized class times-** not sure how this helps in reducing cost
5. **Better utilized shared resources-** may allow addition of classes generating more revenue.
6. **Increase TLU load-** already discussed earlier item 16 on page 2
7. **Move large classes into large space-** maybe it can increase enrollment and thus save cost.
8. **Acceleration of classes-** Does this mean that we can now offer the classes every semester instead of every alternative semester. If it increases classes that have high demand then it is good.
9. **Collapse multiple sections into one-** Yes, if feasible can give cost saving.

10. **Require syllabi to be posted online-** Yes printing cost can be cut significantly by moving many items to online repository
11. Reduce administrative overhead- **not sure how it can cut cost unless we eliminate admin positions.**
12. **Collaborate between divisions for material purchase-** If buying is central it can give us significant cost savings but can result in bureaucracy and delays.
13. **Cross-list electives-** Yes, this can attract some students.
14. **Larger classes with Assistance-** Yes, IT is cheaper to give student worker help than to run another section.
15. **Prioritize offerings-** Do not know how this will reduce cost unless we cut low enrollment sections that do not meet program core requirements.
16. **Look to long term solutions-** Not feasible as it was clarified in college council that we need to look only at immediate short term cost cutting to meet revenue shortfall.
17. **4/10hr week-** Yes this could save energy as per item 10 in counseling above.
18. **Shared admin with neighbor colleges-** Not sure how it will work as each college has its own agenda and priorities.
19. **Faculty and staff to share responsibility-** not sure what saving if any and I do not see how staff can share faculty load.

Tuesday, September 24, 2013

1. Print short version of semester schedules (no course descriptions)
 2. Reduce paper/printing costs in divisions/depts. (local copiers and printers).
 3. Reduce paper/printing costs campus wide. (MPC Print Shop) All campus forms electronic.
 - a. Reinstate user # reports for accountability
 4. Do not hire IT consultants
 5. Where feasible, centralize computer labs and computer lab tech support.
 6. Increase the required number of TLUs for full time faculty.
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Julie:

- No grading factor TLUs (Faculty who teach some ENGL and MATH courses receive special TLUs as "grading factor" TLUs.)
- Collapse multiple sections into single large lecture. i.e., History (add problem sections if \$\$ feasible. Was done that way in the '60s and '70s)
- Review classified positions for: possible "obsolete" positions (layoff) and positions that could have the number of work hours/week and/or months/year reduced.
- All travel and professional development from MPC General Fund eliminated except for very critical areas. I think this may already be in place??
- Heating Issues: Lowering set point for building heat; insulation in Student Services to reduce heat consumption, etc.
- Eliminate duplication of services. (This was on the list and if we do have duplication of services funded by the MPC General Fund they should be consolidated. I am not sure there are any.)