Domain - Workforce

(bulleted items will be addressed in Day One of the Retreat)

- Address Summer Faculty Pay
- Consider shorter workweek/ 4-day work week year-round Tues/Thur, Mon/Wed Class Schedule
- Furlough some or all employees for 1 or more days
- Discontinue FY10 2% non-recurring salary increases
- Extend or improve Retirement Incentive
- Promote from within and do not backfill
- Use student Parking Attendants Rather Than Police
- Have top-tier employees take a 5% pay cut since their salaries have the most impact
- Faculty in staff or administrative positions should not retain faculty status

Utilize Retirees for heavy periods during the summer.

Consider targeted layoffs.

Eliminate Sick Leave Abuse.

Eliminate Part-Time Clerks and other Administrative Support and rely more on Work-Studies.

Implement Kaizen.

Evaluate 8 hours shift of Custodians.

Mandatory retirement age.

Continue on with Early Retirement Program.

Achieve a reduction of 240 positions.
Voluntary Attrition.

Have employees pay for partial health care costs.

Develop Volunteer Program.

Eliminate Special Pay.

Suspend professional development programming.

Reward those with Improvement Ideas.

Implement 360 degree evaluations for all Administrators. Use the data in conjunction with performance appraisal. Move underperformers out.

Copy of Good to Great to every Employee of the Month.

Improve Service Calls, Reduce Staff.

Better Training for all employees.

Train Faculty with Low Retention.

Career Ladders for employees.
Domain - Recover Costs
(bulleted items will be addressed in Day One of the Retreat)

• Evaluate/Consolidation of Continuing Education
• Charge Dual Credit Tuition
• Increase average class size to 23, 24, 25 or more
• Evaluate Child Care Center programs for efficiencies
• Reduce student activity funds
• Terminate non-essential temporary positions
• Institute transcript fee
• Fund Natatorium differently

Ensure 100% of employees using Direct Deposit.

Audit Office Depot invoice for overcharges.

Eliminate ETAP/EDTAP for dependents.

Decrease/Eliminate high-cost programs.

Reduce Temporary and Part-Time positions

Eliminate administrative subsidies for transportation, housing, and gas. Drop Plaza Club membership.

Terminate non essential consultants.

Eliminate all but one DPS vehicle at each location. Segway and Bike usage instead

Terminate parallel computing in data center in 2011
Ensure that centralized operations are truly fulfilling their goals. For example, CSI was supposed to pick up the colleges’ CBM reporting function however this has not occurred. Colleges have less people but their obligations continue at the same level, hence the need for temps.

Suspend sabbaticals

Trim Administration – return positions to the colleges

Evaluate faculty compensation and tuition for private music lessons
Domain - Reduce Costs
(bulleted items will be addressed in Day One of the Retreat)

- Eliminate or severely restrict travel
- Review academic chair model
- Hiring Freeze
- Eliminate Small or Non-Performing Programs
- Reduce printers in offices and classrooms
- Go paperless or on paper diet (catalog/bulletins/reports)
- Combine or eliminate low enrollment classes
- Enforce minimum class size
- Reduce duplicated, non-core programs/courses across district
- Reduce Library collection budget except for NLC

Place a moratorium on expensive new programs.

Reduce permanent staff/faculty positions.

Reduce or eliminate the international education office.

Reduce some employee benefits.

Replace college cars with efficiency models.

Increase preventative maintenance budget.

Review institutionalized grant programs and eliminate those that are not effective. Avoid grants with institutionalized requirements and matching funds.

Discontinue printing of 90% of catalogs and schedules.

Reduce Product Use in Housekeeping.
Domain - Reduce Costs (continued)

Require faculty to store and disseminate class materials (support documents, class outlines and presentations, etc.) in an electronic format. Eliminate class handouts including syllabi and tests which can be taken electronically.

Eliminate Copy/Print Services

Put parking fee in online format for renewal
Domain - Revenue Improvement

- Review and increase parking fees/fines
- Sell properties (North Central, Playland Park)
- Implement tax increase (Board)
- Institute common fees for bldg. rentals across colleges/district
- Increases tuition
- Fees for Distance Learning
- Create a “Business Unit.” Most personnel come here because at 4 year universities they have to perform research and or consulting. The business unit is tasked with assisting employees that can and are interested in performing research for other entities. = Revenues.
- Fundraising Ideas

---

Tax increase above roll-back

---

Put the board of trustees on the task of annexing appropriate counties. We need this partnership with Atascosa, Kendall, Guadalupe, Medina, Wilson, and Comal now more than ever.

---

Raise ticket charges parking, smoking, etc. and enforce the requirements more vigorously

---

Collect Water Treatment Program Billings

---

Charge Private Music Lesson Fees

---

Bad Debt Collection

---

Sell college products on the website

---

New Capital Improvement Project (CIP) – bond issue
Domain - Revenue Improvement (continued)

Fees for Classified Ads

Create a University Center in the old NLC Campus

Charge public to use Fitness Centers

Eliminate participation in TIRZ
Domain - Consolidation
(bulleted items will be addressed in Day One of the Retreat)

- Consolidate Instructional Departments
- Consolidate Distance Learning to one campus
- Consolidate Communications/PBX
- Consolidate PR
- Consolidate dual credit to one campus or re-evaluate how administer program
- Consolidate Back Office Library Functions
- Consider NLC as a part of PAC. Consider NVC as a part of SPC. Put distance campus at SAC. Close two colleges and make the northeast and northwest satellites of existing colleges. Consolidate SAC and NLC and redistribute administration through the district office and other colleges.

Procedures and forms in one place on the web.

Consolidate developmental education to a centralized academy run by the college.

Centralize IT Services.

Consolidate Administrative Positions.

Evaluate the best way to manage fundraising and grant writing across the district.

Consolidate Educator Preparation Programs.

Restructure Bursar.

Consolidate Back Office Functions of Student Services.
Domain - Consolidate (continued)

Consolidate Interpreter Services.

Single Weekend College at one Site.

Centralize recruitment efforts.
Domain - Redirect Resources

- Counselors convert to Advisors – retrain in other faculty area
- Cap Enrollment (by program/college/district)
- Consider very carefully the costs and merits associated with the Community Centers.
- Reduce faculty release time
- Pay all FT Faculty at $3,000/class in summer; adjunct rates to apply as always to adjuncts
- Ensure we are getting 50/50 ft/pt faculty ratio

Redistribute faculty and staff from personnel “heavy” campuses to those campuses with growth.

Ask administrators to teach a course (Voluntary).

Outsource all of housekeeping, not just some of it.

Outsource Meals for Day-Care Centers.

Eliminate any district or college retreats not done on district-owned property.
Domain - Process Reengineer
(bulleted items will be addressed in Day One of the Retreat)

- Reduce # of summer sessions or restructure
- Consider the new campus to be a distance only campus

Reengineer efficiencies in payroll & related business processes.

Evaluate the cost/benefit of our workforce academic programs and eliminate those that lose money or obtain additional resources from employers to make the program solvent.

Eliminate tenure –move to 2-3 year faculty contracts.

Reengineer employee development day.

Have one day of graduation at a centralized location.

Increase faculty load to 31-33 hours.
Domain - Utility Conversation
(bulleted items will be addressed in Day One of the Retreat)

- Turn down thermostats/Optimize HVAC
- Use fuel efficient vehicles
- Xeriscaping

Shut off vending machines.

Use more motion sensor light controls.

Use solar Panels.

Fix plumbing/leaks.

Close campuses in the summer that have limited enrollment.

Use grey water outside.

Organize a recycling program across all Alamo Colleges.

Use wind farm.

Monitor sprinklers.

Use Auto-Sleep for computers.

Shut off lights when not in use.
Domain - Technology
(bulleted items will be addressed in Day One of the Retreat)

• More electronic meetings, and less travel
  Use more electronic signatures.
  Use/Order live chat software.
  Use electronic leave reports.
  Use electronic forms and keep records electronically.
  Lease computer versus purchasing.
  Use you-tube for recruiting students.
Domain - Misc
(bulleted items will be addressed in Day One of the Retreat)

- Defer maintenance projects
- Have better coordination among colleges for course offerings
- Create classroom utilization report and use each semester

Evaluate learning labs.

Target foster children for enrollment, the state will pay their tuition.

Analyze student drops and use analysis to improve processes.

Make SPC’s LVN Program a multi-cultural online program.

Fix class cancellations.

Redesign registration.

Reduce tuition for afternoon classes.

Be more aggressive with our new military outreach program in terms of offering a variety of distance sections, both courses and options.

Redesign website.
Domain – Misc (continued)

Connect culinary arts majors with internship or program to work at downtown hotel.

Publish staffing mgmt. and severance policies.

Have organizations charts on the web.

Have parking decals on rear windows.

Standardize textbooks.

Standardize class requirements and learning outcomes.

Have secret shoppers.

Have stronger scholarship coordination.