

Fullerton College 2009/2010 Budget Reduction Suggestion				5/20/2009
	RECOMMENDATION		POTENTIAL SAVINGS	NOTES
185	Don't Print the Summer Class Schedule	A	\$0	Already decided to print this summer/BDC
36	Require all Consultants & Contractors to provide their own work facility or lease workspace from the District	A	\$0	Already Done
251	phone directory should be online only - not printed	A	\$0	Already Done
320	have books available to students to check out at the college libraries	A	\$0	Already Done
354	consolidate vending machines in and out of buildings and re-negotiate vending agreements for increased commissions/flat rate fees	A	\$0	Already Done
361	rent out facilities for increased revenue	A	\$0	Already Done
225	have central location to maintain a library of staff development materials versus departments making copies, purchasing training materials, etc.	A	\$0	Already have in the TEC
17	No OT unless absolutely necessary	Y	Unknown	Business office to remind managers to monitor
39	re-visit grants, field trips, excursions, reduce/eliminate field trips	A	\$4,200	Reduced field trip amount for University Tours, Title V grant will be revisited in the future
40	re-visit consultants and instead make better use of employee skills	A	\$15,000	Hiring pool mechanic rather than various contracts for service, cleaning, etc.
42a	Defer major purchases	Y	\$250,000	Deferred instructional equipment allocation, and will consider other major purchases
135	Special Projects Managers - Necessary?	N	\$0	Only 3 at FC and only 1 is on general fund. Necessary to maintain the programs
136	Reduce/Eliminate Hourly, Professional Experts, adjuncts	M	Unknown	Many Student Service areas are run with hourly. Can't reduce adjunct without reducing sections offered. Reductions will depend on severity of state budget cuts
144	re-visit 50% positions in all areas	Y	Unknown	Will consider each position when vacancies occur
183	Eliminate Supplies Such as Kleenex, Water, Coffee, Food for Meetings/Board Members, encourage sack-lunch meetings or more potlucks	N	Insignificant	Kleenex is an acceptable supply item, no food/drinks are allowed to be purchased in divisions. These things aren't regularly paid from division budgets
186	Eliminate Unnecessary/Fancy Printing - District Calendars, President's Christmas Card, 8-Fold Brochures Which Are On the Web, changing letterhead, AS calendars	Y	Insignificant	Agree to cut back and use less fancy printing. Will recommend no more printing of President's Holiday Card, District Calendar, and AS Calendar
187	Eliminate Food Being Served at meetings and Convocations in the Spring and Fall 2009	N	Insignificant	Convocation catering is mostly covered by Sodexo as part of their contract. For other food events Business Office will help monitor and hold divisions to established guidelines
190	Prioritize all spending; consider zero-based budgeting	N	Unknown	BDC has already established budget reduction priorities and does not wish to entertain ZBB
257	Restrict/Eliminate Travel for Conferences and Workshops	A	Unknown	Already have reduced travel on campus

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271	Cut service hours (i.e., 9 am to 9 pm)	Y	Unknown	Depending on state budget cuts, service hours are a possible reduction to consider
272	reduce office hours to only include 2 nights per week	Y	Unknown	Fulltime staff would still have a full load regardless of when the hours are worked, but could be reduced for hourly
273	cut evening student services to 2 evenings/week	Y	Unknown	Depending on state budget cuts, evening hours is a possible reduction to consider
275	eliminate faculty release time if not detrimental to a program	Y	Unknown	Depending on state budget cuts, reassigned time should be evaluated
290	eliminate Saturday services even if 4/10 not adopted	Y	Unknown	Depending on state budget cuts, service hours is a possible reduction to consider
311	eliminate Study Abroad, Legacy, Teacher Prep & UTAP special programs	A	\$0	Study Abroad already reduced offerings. No other specific cost savings
390	implement a campus sub-committee of "faculty" experts in finance & economics to make recommendations to FC reps on district sub-committee	N	\$0	We have faculty representatives on BDC
143	Determine if campuses are "top heavy" (i.e., FC 3 VP's)	N	\$185,000	Potential savings calculated by reducing one VP, however the campus believes this is the appropriate structure for FC
160	staff positions that have increased from 10-month to 12-month since 1999 should be reduced back to 10-month	Y	\$80,000	Review for necessity for 12 month contracts based on services we offer. Can have an FTES effect.
54	divert campus income (bookstore, food service, etc.) to general fund	M	\$400,000	Depending on state budget cuts, this could be considered, however analysis would need to be given to the needs of continued operation of the auxiliary operations first
252	use automatic paper towels that measure each sheet given	M	\$8,800	Will pilot in Health Services
384	Eliminate Dynamic Fund	Y	\$200,000	BDC solicited no new proposals for 09/10
74	raise student parking fees and daily parking fees	N	\$0	Due to the timing with other issues in the community, it is not the time to raise parking fees
76	increase parking citation fines	A	\$0	Fines have been increased, but will only cover the cost passed on for SB1407
254	washer/dryer to wash rags and other items to save on ordering	N	Insignificant	No area for washer/dryer. Rags are purchased to last for the year
368	advertise/promote outside rentals on our homepage to create new revenues	Y	Unknown	For customer service improvements, the Business Office and the PIO will work together to enhance this, however no new revenue is anticipated
60	parking permits - same vendor	M	Unknown	Campus Safety to review

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248	eliminate mailing of schedule/bills to students dropped for non-payment, have students print out their schedule/bills on-line	A	\$0	Already have eliminated, saved about \$1500 that has been used in the department for mandated document retention
236	scan entire college catalogue into an electronic format so that you don't have to provide a copy to every faculty member	M	Unknown	We already do scan the catalog and it is available online. Dean Mattson will review this suggestion with the Catalog Task Force for a recommendation
358	rent out time on the cable channel	N	\$0	Not feasible since it is not a commercial channel
48	request increased corporate participation for our programs that feed these companies employees	A	\$0	This is already accomplished through the vocational program advisory boards
346	Prayers/Divine Intervention, Create a Volunteer Fund Raising Campaign, Request Donations From Alumni	M	Unknown	The college would need to commit sufficient staff to oversee and coordinate "volunteers". Generally this is done through a foundation which currently is not feasible for FC. Already building database
347	Look to Other Sources of Income/Revenue, e.g. Private Enterprise/Business, Ask for Donations in Exchange for a Banner on Our Website, Use Marquees for Advertising, Pursue Grants	Y	Unknown	Would recommend pursuing donations from private enterprise and pursuing grants after formalizing our Foundation structure and hiring appropriate staff.
349	Secure New Resources Through Grants - Establish a Collaborative Action Group to Explore New Funding Opportunities, Write, and Submit Grants	Y	Unknown	Campus already does pursue grants. In addition, would recommend pursuing this after formalizing our Foundation structure.
367	write grants, solicit donations, host staff development activities and invite other campuses for a fee to cover or offset costs, etc. to increase campus revenues	M	Unknown	The college has hosted events and invited other campuses. These events require significant staff time to coordinate. Recommend only if the campus commits resources toward this
53	make foundations more community active	M	Unknown	This is up to the foundation board of directors to determine
343	combine dance production with dance faculty concert	N	\$2,000	Division could decide based on division budget
340	reduce box office hours - use Cypress model for staffing	M	\$30,000	BDC is not in the position to recommend position cuts. The campus may need to look at position reductions in the future.
341	stop doing summer theatre and winter intersession theatre programs	N	Insignificant	There are three programs offered during these times that are part of the division mission and would cripple the theater program
342	do away with performance groups w/ < 20 participants	N	Unknown	There are important instructional reasons for presenting a comprehensive education for music and theater majors. The division offers a combination of large and small ensemble experiences
359	get simulcasts/theaters, sell tickets at \$20-22 per seat; transfer simulcast to a college theater or the Board Room	N	\$0	This actually costs money in labor and equipment and hurts audience development

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58	establish interlibrary loan system using all LA and Orange County and city library resources to help lower library purchase costs (ALACC)	A	\$0	Have already been offering ILL for 15+ years
303	Collaboration between CC & FC journalism depts - cc struggles to fill sections yet FC hires adjuncts to teach overflow sections.	N	\$0	It is not feasible to assume students from a robust program would shift to another campus to take course offerings
147	monitor substitute budgets	A	Unknown	This is already done at the dean level. Tighter restrictions could be considered, but could have an impact on instruction
327	let divisions and departments determine how to implement course reduction targets	A	Unknown	Districtwide reductions are determined at the district level. At the campus level, divisions are involved in course growth and reduction recommendations
338	partner with other divisions/departments to include ASC lab hours in their syllabi	M	Unknown	Could potentially increase number of students and FTES income, but likely would be non-credit FTES and would require additional funding from SCE
339	reinforce/encourage Foreign Language classes to complete their required lab hours in the Skills Center	A	\$0	ASC is already encouraging this each semester
393	offer more classes in Sciences - we always have waiting lists	N	\$0	Offering more classes would not produce a budget savings.
397	focus on CORE classes rather than advanced basket weaving...leave those to SCE.	A	\$0	Our focus already is on transfer, GE, basic skills and degree and certificate offerings
266	Maximize Campus Classrooms/Offices/Utilities by Scheduling More Afternoon/Evening Classes	M	Unknown	Offering more classes would not produce a budget savings. This should be a priority in ensuring we are meeting the varied needs of our students
167	reduce # of redundant student lab hourlies	Y	\$0	Would require less hours, and therefore less FTES. Would lose lab hourly funds from SCE, also would lose assistance with CE8 issues. Agree with the comment to reduce where redudant
93	no more free parking for student government	A	\$0	Done
309	suspend honors and other classes that limit enrollment to 20 or increase enrollment to 35 seats; increase class sizes, reduce class offerings, cancel classes that don't meet requirements	M	\$18,191	Could be included in programmatic cut discussions. BDC/Honors is only item for campus-level decision, others determined by curriculum
204	cut back on the # of Charger Chronicles that are printed	N	\$0	If question was asked for the Fullerton Hornet newspaper, there would be no savings. The Hornet is operationally self-sufficient from advertising.
47	revisit existing ACT computer food chain to enable departments to maintain needed equipment within the same department, thereby ensuring improved efficiency and saving monies	N	Unmeasurable	Insignificant Cost Savings
189	Eliminate Dual-Monitors	N	Unmeasurable	Insignificant Cost Savings

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192	limit use of District vehicles, don't sell them as surplus or trade them in, instead offer them to other departments, only fill vehicle with fuel recommended by manufacturer	N	Unmeasurable	Insignificant Cost Savings
234	end the free food events	N	Unmeasurable	Insignificant Cost Savings
240	stop all subscriptions	N	Unmeasurable	Insignificant Cost Savings
246	cut paper shredding service	N	Unmeasurable	Insignificant Cost Savings
253	cut down on cleaning products	N	Unmeasurable	Insignificant Cost Savings
269	minimize meetings and instead utilize telecommunication methods	N	Unmeasurable	Insignificant Cost Savings
277	adjust hours of PM staff to save electricity	N	Unmeasurable	Insignificant Cost Savings
302	Take Full Advantage of Our Ability to Offer Courses Through	N	Unmeasurable	Insignificant Cost Savings
308	keep late start classes but eliminate 2nd half classes	N	Unmeasurable	Insignificant Cost Savings
332	reduce enrollment/increase success by reinstating reading prerequisites	N	Unmeasurable	Insignificant Cost Savings
337	offer more 2 unit courses	N	Unmeasurable	Insignificant Cost Savings
386	counseling services or appointments need to be available to students	N	Unmeasurable	Insignificant Cost Savings
396	use websites more to find information or e-mails	N	Unmeasurable	Insignificant Cost Savings
52	pare down on "non-essentials" at the bookstore unless they are big money-makers	N	Unmeasurable	Insignificant Cost Savings
182	cut back on management cell phones	A	Insignificant	All cell phones are being reviewed, however there are very few management cell phones issued.
198	Check RQ's to make sure what is being ordered is really needed	A	Unmeasurable	RQs are being reviewed both by the Business Office and the President for all RQs over \$2,000
34	Utilize business partners to provide marketing & advertising about us	N	Unknown	This suggestion does not give enough detail to determine what it means or how it saves money
150	reorganize Student Services under one dean	M	\$135,000	Should consider, depending on other cuts
166	combine Dean of A&R and Registrar positions	M	\$110,000	Should consider, depending on other cuts
168	reduce secretary personnel	N	Unknown	Each position is currently being reviewed when they become vacant
268	For 2010, close all facilities until the start of classes in January	M	Unknown	Maintenance takes place during this time, but facilities could be shut down if no services or activities
307	don't offer a winter intersession	M	\$0	Classes would go to regular semesters and could better serve our students if add'l FTES is needed. This item should be decided at the same time Districtwide
313	eliminate double, triple and quadruple class sections	N	\$0	No cost savings, but could run out of classrooms. No benefit to students, FTES impact
364	bring back the swap meet at FC and connect it to a farmers market	N	\$0	Neighbors did not previously support this, and too much construction activity

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365	allow for permanent kiosks by outside vendors on campus	N	Unknown	This is inconsistent with the look of the campus and could decrease campus use of facilities
369	sell advertising on buildings	N	Unknown	This is inconsistent with the look of the campus
383	set priorities and course reduction targets in PAC	N	Unknown	This is inconsistent with the parameters designated for PAC
138	Job Sharing - Explore How Employees Can be Shared if it Isn't Possible for Departments to Fill Vacant Positions	N	Unknown	Consider if layoffs, HR and Union concerns
140	consider splitting similar duties between office staff in different departments	N	Unknown	Consider if layoffs, HR and Union concerns
153	examine all positions to see if any could be shifted to an area with greater need; redirect staff to fill areas needed	N	\$0	Redirecting staff would not produce savings
195	less repetition of flyers (duplicates) from student affairs and other depts	Y	Unmeasurable	To be included in memo to campus
200	Create an online list of "extra" supplies that others may use rather than buying new supplies	Y	Unmeasurable	To be included in memo to campus
202	use scanners to post paper info on shared drive, myGateway, etc. to save paper; go paperless with various reports/timecards/memos	Y	Unmeasurable	To be included in memo to campus
206	Do not use Avery labels to address interoffice mail	Y	Unmeasurable	To be included in memo to campus
209	use network printers to serve more people rather than so many individual ones; provide 1 heavy-duty printer in each lab	Y	Unmeasurable	To be included in memo to campus
211	cut supplies or place annual cap on all departments for supply purchases	Y	Unmeasurable	To be included in memo to campus
212	re-use interoffice envelopes by attaching a sheet of paper to the front	Y	Unmeasurable	To be included in memo to campus
214	Stop purchasing party favors and give-a-ways for staff functions	Y	Unmeasurable	To be included in memo to campus
215	discontinue sending out formal invitations or flyers to special events	Y	Unmeasurable	To be included in memo to campus
235	student handouts can be delivered electronically through My Gateway; faculty should be encouraged to put worksheets/syllabi on MyGateway	Y	Unmeasurable	To be included in memo to campus
237	only allow standard weight paper for copying	Y	Unmeasurable	To be included in memo to campus
243	limit photocopying	Y	Unmeasurable	To be included in memo to campus
245	cut "designer" office supplies	Y	Unmeasurable	To be included in memo to campus
267	close floors or facilities that are under-utilized	N	\$0	Not feasible as no facilities are underutilized
42	Defer maintenance	N	Unknown	Not feasible due to safety issues
228	do not give graduation pins to everyone - most end up in a drawer or	N	\$780	Pins are a tradition at FC, impact is minimal

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321	consolidate some student success programs, i.e. Transfer Center can be wrapped into Counseling Center, EOPS into Counseling	M	Unknown	Should consider, depending on other cuts
344	disband student council and associated costs	N	Unknown	Self-supporting, impact on students
348	Recycle Everything Possible; enforce recycling, round-up students to collect beverage containers then turn them in for CRV	M	Unknown	More research would be needed. Maybe a Student Club/Government effort?
353	install bike/skateboard lockers and charge for locker use	N	Unknown	Tried previously, not a viable solution
357	establish copier for students in new Student Center - students to pay a fee for copy card and renewals	Y	Unknown	No discernable cost savings, but potential revenue to students, would require lease and maintenance agreement similar to the service in the LLRC
363	make it easier for student groups to do fundraisers	M	Unknown	Not enough information given. Could be good to make process easier, but no discernable cost savings
75	charge parking during special events & rental of facilities, including evenings & weekends	N	\$0	Already charge at most events other than some athletic events. Arrangement has already been announced to community
77	enforce red curb parking (especially on weekends)	A	\$0	Already being enforced
81	charge for parking during the first two weeks of registration	N	\$0	Not recommended at this time as we do not mail permits to students. This would require a significant change in practice
83	stop voiding parking citations	N	\$0	Occasionally officers do make mistakes and citations must be voided
Add	cut math 10, 15, 20 & 40 from 4 units to 3 units	N	Unknown	Major impact on student success and retention, and faculty workload, curriculum committee decision
Add	Eliminate Football program	M	Unknown	Could be included in programmatic cut discussions.
	Total Potential Savings		\$1,438,971	
299	re-evaluate current academic/vocational programs for viability			On hold awaiting policy
62	antennae on roof of AC			Refer back to AC
43	negotiate locked in price for next few years with vendors			Done (by purchasing)
256	letters to vendors, maintenance contract letters			Done (by purchasing)
141	Eliminate special project managers, part-time temps, and prof experts			Duplicate of #135&136
149	re-assess use of Professional Experts			Duplicate of #136
156	limit sub time for absent instructors			Duplicate of #147

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193	People should buy and use their own cell phones and other portable wireless communication and electronic devices		Duplicate of #182
244	cut purchases for department coffee, tea, and other refreshments that are being charged to Bursar accounts		Duplicate of #183
220	do not print summer schedule, use a 2-sheet spreadout instead		Duplicate of #185
213	set up centralized supply room at each site for employees to shop from first before ordering new supplies		Duplicate of #200
255	hold "office fairs" in quad for people to give away/trade unused/un-needed supplies		Duplicate of #200
258	Cut all travel; cancel travel reimbursements		Duplicate of #257
260	reduce mileage and conference expenses		Duplicate of #257
261	eliminate future workshops		Duplicate of #257
262	reduce/eliminate staff development		Duplicate of #257
279	consolidate classes into commonly used buildings during summer school		Duplicate of #267
315	examine/eliminate unsuccessful programs		Duplicate of #299
352	additional revenues through fundraising and grant writing		Duplicate of #346, 349
350	set up recycling program for all recyclables		Duplicate of #348
362	mobilize students and staff to collect bottles and cans for recycling		Duplicate of #348
59	stop contracting work out - use your employees		Duplicate of #40
35	Establish relationships with private companies to provide free services		Duplicate of #48 and 349
28	cut overtime/comp time for administrative support staff		Duplicate of # 17
281	reduce operating hours and close facilities to save utilities		Duplicate of #271
317	reduce summer lab hours (stand-alone labs, not tied to curriculum)		Duplicate of #167
389	use line item process to re-evaluate the budgets when we take a hard look at it		Duplicate of #190
293	require full-time faculty members (FC Admin of Justice) to teach		Duplicate of #293
154	cut student services positions to 10-11 month positions when students are not there	N	Unknown Duplicate of #160