

### Budget Website/Open Forum Suggestion Submissions

Energy use calculation based on heating and cooling degree (base 65 deg F) days for 2009

Calculations based on beginning spring semester January 26 and ending May 15

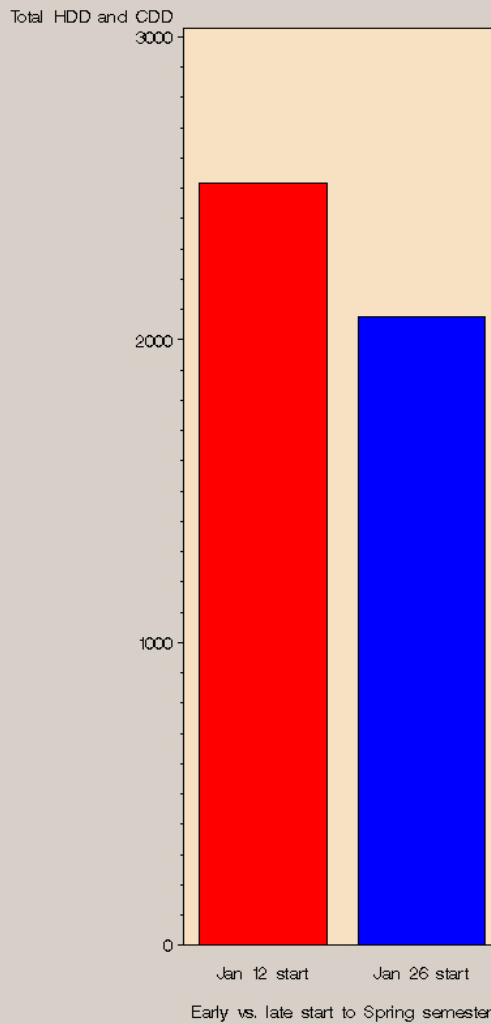
Total Heating Degree Days	Total Cooling Degree Days	Total Heating and Cooling Degree Days
2023	53.5	2076.5

Energy use calculation based on heating and cooling degree (base 65 deg F) days for 2009

Calculations based on beginning spring semester January 12 and ending May 1

Total Heating Degree Days	Total Cooling Degree Days	Total Heating and Cooling Degree Days
2474.5	41	2515.5

Comparison of total heating and cooling degree days for Jan — May 2009



## Revenue Generation

- Offer paid advertising on Millersville University web site (consider we receive 600,000 hits a month).
- Offer paid advertising in the Millersville Review, Exchange, other.
- Begin paid subscriptions to Millersville Review.

## Administrative

- Information Technology equipment -
  - Find a vendor who will purchase surplus Information Technology equipment which still has "useful life."
  - Keep all desktop personal computers in use one year longer than expected.
- Personnel related –
  - Summer hours and four day work week.
  - Eliminate third shift.
  - Institute overtime controls. Communication sent out to managers and monitoring to ensure compliance.
- Reduce Millersville University vehicle costs -
  - Replace large trucks for mail delivery with golf carts.
  - When appropriate, have facilities staff and others use bicycles.
- Travel Reductions –
  - Review all employee travel including faculty. Consider reducing travel.
  - Do not allow applicant searches to rent restaurant/hotel/airport rooms for off campus interviews.
  - No off-campus department retreats/workshops.
  - Limit out-of-state conferences.
- Energy Conservation –
  - Start university wide campaign to "TURN OFF MU."
  - Shut off lights when leaving rooms (copy rooms, file rooms, unoccupied restrooms).
  - Keep temperatures in offices/classrooms at a specific level across campus.
  - Use cost efficient light bulbs.
- Printing/Copying/Paper Costs –
  - Reduce paper costs by use of electronically designed letterhead.
  - Keep printer on double sided print option to save paper.
  - Compost for shredded paper.
  - Recycle copier and printer cartridges on campus.
  - Discontinue the hard copy of the Exchange and the President's Report. Consider discontinuing the President's Report.
  - Design a campus copier program with centralized printing and limited placement of department copiers.
  - Centralize copier selection/procurement and limit choices to one or two models.
  - Settle on one grade of 8 ½ x 11 copier paper for all campus.

**Academic**

- Discontinue use of paper copy syllabi. Consider use of Blackboard for posting syllabi. This will reduce paper and toner costs and reduce wear and tear on copiers.
- Review all under-enrolled majors and discontinue those with 1) historical under-enrollment and 2) forecast of continuing under-enrollment.
- Conduct analysis of Millersville's academic strengths and find compatibility with educational trends/society needs.

**Program Revisions/Reductions**

- Discontinue December commencement ceremony.
- Impose limits on amounts paid to lecturers/entertainers for annual lecture events.
- Discontinue football program (which costs more than all other athletic programs combined).
- Nine specific recommendations for academic and non-academic cuts have been submitted.

**Miscellaneous**

- Discontinue First Friday events.
- Eliminate professional interior landscapers to maintain potted plants. Use facilities personnel instead.
- Keep promotional banners on street light poles one year longer than expected.
- Have more faculty and staff sign up for direct deposit for travel and supply reimbursement.
- Have further communication sent out regarding the option to not receive pay stubs.
- Pay for NO off-campus meals for staff/faculty except while in travel status.

**Auxiliary Operations**

- Decrease food waste in dining halls.