

Arkansas State University Newport (ASUN), 2-Year

**1 Employees with salaries over
\$100,000 or more as of 6/30/2011**

Cost Containment 2010-2011

Name of Institution: Arkansas State University - Newport

Completed By: Melissa Watson

Phone Number: 870-512-7805

Cost Containment Input	<p>What input are you using from faculty, staff, students, and public in working to contain costs?</p> <p>The implementation of Lean University Training on campus generated much input from the faculty and staff on ways to contain costs thru the conservation of supplies and services by using more efficient processes and by utilizing resources properly.</p>
	<p>Do you have a Committee on Cost Containment?</p> <p>No</p>
	<p>Do you offer incentives and/or recognition to faculty/staff/students for suggestions on how to cut costs?</p> <p>No</p>

Cost Saving Efforts	Y or N	Estimated Annual Savings	Notes
Utilities			
Retrofitting with energy-efficient lighting, timers, etc.	Y		Replacement of old non-efficient fixtures with new energy-efficient lighting
Retrofitting HVAC controls	Y		
Replacing windows	N		
Other describe:	Y		Efficient use of utilities.
Other describe:	Y	20,000	Renovation of facilities to improve building efficiency (insulation, doors, weather stripping, lighting).
Other describe:	N		
Total Utilities		20,000	
Personnel			
Consolidating departments	Y	0	
Staff reductions or reorganizations	Y		
Temporary saving by keeping vacancies open	Y	10,000	Not filling position vacancies when possible.
Hiring of temporary or adjunct faculty	Y	0	62 Adjunct Faculty
Hiring of temporary or part-time staff in lieu of fulltime staff	Y	0	Seasonal on as needed basis.
Reduction in Student Support staff	N		
Reduction in maintenance staff	N		
Reduction in campus security	N		
Defer salary increases	Y	50,000	
Reduce employee benefit packages	N		
Early retirement incentives for long-term employees	N		
Closing academic programs with low enrollments	N		
Other describe:	N		
Other describe:	N		
Other describe:	N		
Total Personnel		60,000	
Operating Budget Cuts			
Reduce Travel budget	N		
Revised travel policy	Y		Using campus vehicle instead of personal vehicle.
Reduction in office and teaching supplies	Y	1,000	Recycle office supplies when possible.
Reduce printing of materials	Y	2,500	Scan & e-mail instead of printing and faxing.
Reduce library holdings or subscriptions	N		
Change computer replacement policy	N		
Changed academic schedule to create efficiencies	N	0	
Centralization of printing	N		
4 day work week in summer for employees	N		
Other describe:	Y	6,000	Implementation of Docubase & Accuprint Software.
Other describe:	Y	2,000	Lean University Training - The conservation of supplies & services thru more efficient processes and the proper utilization of resources.
Other describe:	N		
Total Operating		11,500	
Total Savings		\$ 91,500	

Employees paid \$100,000 or more as of 6/30/2011

Institution	Name	Title	FY 2011	Notes
Arkansas St. Univ.-Newport	Dr. Larry Williams	Chancellor	\$166,675	