

Southeast Ark. College (SEAC), 2-Year

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

Cost Containment 2010-2011

Name of Institution: Southeast Arkansas College

Completed By: Steve Hilterbran, President

Phone Number: _____

Cost Containment Input

What input are you using from faculty, staff, students, and public in working to contain costs?
 Meetings with Vice President Academic Affairs and input from faculty and staff to use only Moodle and eliminate funding for other types of e-learning software.
 We are implementing a suggestion box on our new Website to be use as a tool for input from interested parties.

Do you have a Committee on Cost Containment?
 The Executive Cabinet meets regularly to discuss cost containment.
 The Go Green Committee works to contain cost through implementation of measures to protect the environment.
 The Quality Council discusses ways to contain cost through staffing, procedures, text books and accreditation processes.

Do you offer incentives and/or recognition to faculty/staff/students for suggestions on how to cut costs?
 A new Suggestion Box on the website will help to identify staff who submit ideas that are implemented to cut cost. It will be used as a moral booster and they will be recognized in the SEARK Weekend Memo

Cost Saving Efforts	Y or N	Estimated Annual Savings	Notes
Utilities			
Retrofitting with energy-efficient lighting, timers, etc.	Y	1,500	Six out of ten buildings changed to T8 from T12 bulbs which are more energy efficient.
Retooling HVAC controls	N	2,000	Tracer Summit program to control 4 chiller systems to lower AC units and heating units. Savings are estimated.
Replacing windows	Y	2,000	Energy efficient windows in three new buildings. Savings are estimated.
Other describe:	N		
Other describe:	N		
Other describe:	N		
Total Utilities		5,500	
Personnel			
Consolidating departments	Y	22,000	Combined Recruitment, Retention, Advising, Concurrent Enrollment and Center for Working Families. Saved one clerical staff position.
Staff reductions or reorganizations	Y	65,000	Combined Vice President Student Affairs with Director of Institutional Research
Temporary saving by keeping vacancies open	N		
15 hr, 40k - 52K			Continued adjunct savings based on Fy 2011 General Ledger = savings \$1,440,600 *this is an estimate only - based on current GL postings adjunct salaries FY 2011 at 6/30/2011 - Overloads fulltime faculty = saved \$548, 475
Hiring of temporary or adjunct faculty	Y	1,989,075	
Hiring of temporary or part-time staff in lieu of fulltime staff	N	0	
Reduction in Student Support staff	N		
Reduction in maintenance staff	N		
Reduction in campus security	N		
Defer salary increases	N		
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		2,076,075	
Operating Budget Cuts			
Reduce Travel budget	Y		
Revised travel policy	N	20,000	Continued restricted to in-state and accreditation purposes
Reduction in office and teaching supplies	N		
Reduce printing of materials	N		
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:	N		
Other describe:	N		
Other describe:	N		
Total Operating		20,000	
Total Savings		\$ 2,101,575	

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

Institution	Name	Title	FY 2011	Notes
SEARK College	Phil Shirley	President	\$107,269	Outgoing president resigned effective 12/31/2011 Amount shown includes \$6,000 housing allowance, \$19,609.10 annual leave payout and \$600 Service Award
SEARK College	Stephen Hilterbran	President*	\$5,951	Incoming president hire date 6/20/11; annualized salary \$150,000
SEARK College	Linda Lewis Eubanks	VP Academic Affairs & Student Affairs	\$107,894	Currently serving in two positions as VP Academic and VP Student Services - receives \$15,000/year stipend for additional duties.

* These were not paid over \$100,000 during fiscal year, due to serving as interim until a permanent replacement for president could be found.
Annualized amounts included in Notation area per discussion with Charlette Moore.