

Cost Containment Committee
November 12, 2012
1:30 p.m. – 3:00 a.m.
President's Conference Room

MEETING NOTES

Present: Stephen Schoonmaker, Amber Childers, Roger Coomer, Carla Crutchfield, Martin Eggensperger, Donna Hill, Mike Kolb, Blake Robertson, David See, Jill Houlihan.

Absent: None

The Cost Containment Committee is comprised of the members of the Executive Committee. We will begin meeting on a monthly basis to discuss cost containment efforts and compile the Campus' cost containment measures. Cost Containment Committee minutes will be posted on the COTO website.

The following measures are currently being implemented:

1. The retrofit bid is currently out and will be determined before the end of Fall semester. Work will be completed by the end of the calendar year. Estimated savings are approximately \$36,000/year.
2. We have reduced the number of printed schedules by 2,000 copies.
3. Computers are no longer on rotation and are only replaced as needed. On-hand inventory is checked before ordering new equipment.
4. Researching the use of iPods and iPads versus purchasing books on tape for disabled students. The downloadable files are cheaper than the books on tape and should be a substantial savings.
5. The library has become our first source for textbooks rather than ordering new books each semester.
6. Streamlined data reporting for ADHE, IPED's and Achieving the Dream to reduce employee time resources.
7. The Nursing Department is shifting clinical hours to assist in keeping personnel costs in check and still meet new State mandates for clinical hours.
8. The Applied Science department has been seeking donations for the new mechatronics program.
9. A personal decision was made by a committee member to not turn in expense reimbursement requests.
10. We are expanding our recycling efforts by making bins available campus wide. We have added cans and bottles to our cardboard recycling.
11. Many instructors have chosen not to print class information but to make it available online.

Members will continue to pursue these and other cost containment efforts.