

Spring & Summer 2009 Budget E-Suggestion Box

Comments thru 08/15/09

1. Desk audit of classified positions: What positions are not really full-time jobs and can be consolidated? Ditto for management at District wide. What does a vice-chancellor of special projects do? Did we always have one? Evaluate faculty (Stu svc and instruc) reassignments. What's essential? What's just taking up space?"
2. Block scheduling makes more efficient use of classroom time and would allow us to identify times when we could shut down whole areas of the campus to save on electricity and other running expenses
3. Build vocational basic skills offerings and offer them in the field. We really need an expansion of workforce education that aggressively researches and addresses needs. Example: examine the shift start/end times of local industries, and match those times with courses that those people might likely take. Or, offer basic Math, English, and business writing at hours that make sense to the working individual. This is a sector of our population that routinely gets ignored, but they have money and motivation to study - they just can't do it at the traditional class time.
4. Advertise room space rental at the cities of San Bruno, Pacifica, South San Francisco, and Daly City.
5. Go paperless. The media checkout desk in the learning center still has paper checkout of materials even though we have bar code reader technology. The CTL still has a paper sign in sheet. Everywhere, there are examples of our dependency on paper handouts when we have the technology to go paperless.
6. Remove paper towel dispensers in bathrooms and replace with air dryers. The paper towel dispensers do not work - they get to about halfway through the stack and all the towels just fall out, spoiling stacks of towels. Just get rid of them and use air dryers.
7. Stop watering lawns in the daytime. I am amazed (having grown up in drought-ridden California) to see lawn sprinklers going in the heat of day. Water soaks into the ground better at night and the ground holds it all - there is no evaporation. You can save a lot on water just by installing a timer.
8. Fix the heat in that horrible room on the 3rd floor of Building 1, next to the restrooms and the elevator. The heat NEVER shuts off, so people open the window. Pac Heights has this problem, too - faulty heaters cause people to resort to wasteful measures to be comfortable.
9. Consider charging for class schedules

10. Close the campuses during the winter break but without charging staff for days off.
11. Review the perks/benefits received by the Chancellor, executive vice-chancellors, presidents, board and reduce and/or eliminate.
12. Be more proactive in the publicizing of facilities being available for rent to increase revenue.
13. Promote leaves among faculty for professional development
14. Pursue more external grants
15. Charge employees for parking at \$10 per semester
16. Mandate retirement at a certain age
17. Increase transcript fees
18. Sell surplus equipment and furniture
19. Charge a materials fee for PE classes for equipment/field maintenance
20. Develop professional development program for CEOs of bio-tech industry and hold conferences/program at Skyline
21. Charge a fee for wireless services once a semester.
22. Some Ideas: Charge for internet access to individuals who are not students of our college
23. Do a fund raiser. Perhaps we could get an automotive company to donate a car (Ford or GM) and sell tickets for a drawing.
24. I love the idea of receiving funding by naming a building. Please contact GENENTECH and offer them space for their esteemed company name on building 7. They (probably) have the cash, and we'd be PROUD to have their name of the building - wouldn't we? There's a collaboration already in place. j. westfall
25. Skyline College in San Bruno was one of the first to begin working with Genentech to train workers specifically for entry-level Biomanufacturing jobs. Since its program began in 2002, 160 students have enrolled in the 12-week certificate program. Of 153 who completed it, 135 have taken full-time jobs and 20 are working toward their certificates. The average starting wage for certificate holders is \$18.89 an hour. Students who've completed a certificate program hold support positions like bioprocess technician, which involves preparing media and solutions for bioprocesses and reviewing documentation and calculations. Genentech would not say what

percentage of its workforce holds such entry-level, Biomanufacturing positions, but said this year it expects to increase its headcount by 15 percent company-wide. The 1,500 new employees will work in all departments at all levels. Skyline's certificate program was created in close collaboration with Genentech to help the biotech giant meet its growing need for entry-level workers. Monica Poindexter, Genentech's associate director for corporate diversity and college programs, called the program "extremely successful." Others in the industry have noticed. William Watson, director of the center for Workforce Development at Skyline, said that more than 25 local companies, from Applied Biosystems to Bayer to Chiron (now part of Novartis), now employ Skyline certificate holders.

26. Close Cañada
27. Shut down KCSM or sell it so it's no longer subsidized.
28. Raise class minimums from 20 to 24 students in order for a section to go.
29. Have Dean's teach a class or two in their specialty area without being compensated.
30. Adjust salary ranges for all classifications (Administration, Faculty, Classified and Hourly) to 2006-2007 levels.
31. Eliminate all release time.
32. Build lab sections and eliminate lectures because lab compensation rate is less than lectures.
33. Offer a retirement incentive.
34. Hiring freeze except for mandated positions.
35. The Microbiology labs cost a lot for supplies. I suggest you charge a lab fee to students who enroll in microbiology. You could also institute a lab fee for all biology courses to cover supplies.
36. Lights are left on in many buildings when students are gone. Turning out more lights should help with costs.
37. The paper towel dispensers in 7A are electric. I think students are able to pull out a paper towel without it being delivered electronically. This would save on batteries, which seem to be used up at a rapid rate.
38. Look at faculty reassigned time. Maybe some of it could be reduced or eliminated for now.
39. Start a campaign to save electricity

40. Consider closing the children's center if things get bad enough.
41. Use phone conferencing to save on mileage cost
42. How about a 4 day a week work day. Each employee will work approximately 9.37 hours each day having to close the office on Fridays.
43. Close the library on Saturdays. If possible, use those hours to extend the M-F hours, when it would better serve students.
44. Check out Foothill-DeAnza's Short Course program. Offer similar courses to northern San Mateo Co. and San Francisco. Recruit adjunct faculty and pay them decently (e.g., ~ their hourly rate or 40% of gross.)
45. the most obvious changes needed is the re-structuring of the administrative system; within the district there are various vice-chancellors that could easily overlook all 3 colleges and eliminate the president positions; the position of the 2 vice-presidents at each colleges can be consolidated into one position at each site; also deans position can be consolidated so they can overlook more departments; the classified has already been decimated on the last hired-management in 2003 and as a matter of fact many departments are already short handed
46. There is a plan in process to centralize security operations under one director, perhaps the 3 libraries could be administered the same way, saving some money in salaries in the long run.
47. I came in on a Sunday and building 8 had all its lights on and the heat was running full blast. That seems to be a huge waste of money. Also, the top floor exit door on building 8 repeatedly sticks in the open position and it's impossible to close - all the heat escapes.
48. Have we thought of renting space to traffic school programs, Al-Anon, or any other organizations in need of meeting space in evenings or on weekends?
49. We have repeatedly tried to offer classes in the afternoon, but they never fill. Perhaps we need to do some research on our demographics to find out when they could come to class, then find out how to connect to them to get them to enroll. Otherwise, it just puts us in the uninformed position of offering a class and then cancelling it because it doesn't fill, but never knowing what we could have done to market it differently. We need to be reaching out to ROPs and community centers where folks in need of job retraining might convene.
50. We need to do some serious analysis on language classes and why only the lowest levels fill, but the second and third classes do not. We are in a situation now where we only offer the beginning levels, but the students who want to continue cannot because the upper classes get canceled.
51. Is there a way to improve our roadway visibility? We are tucked away off the main paths. I know we have two city signs (the green road signs) on Sharp Park and Skyline, but are we able to

do better than that? Could we look into putting up a colorful, attention getting sign at the corner of College and Skyline, and another at the corner of College and Sharp Park? Canada and CSM both have beautiful signs far down at the road-level entrance to their colleges, but we don't have anything until drivers already get all the way into College Loop. No wonder we're the best-kept secret in San Bruno - no one can see us

52. I worked at a place once that gave the employees the difference between the budget they were given for supplies, and the amount actually spent on a quarterly basis. This really made people pull together and save save save! What a difference it made when they knew that by saving money for the company, it would/could end up in their pocket! Incentives are always nice. It could be each dept, the department who saves the most on campus or district. It makes it a little fun too.
53. As a community what can we do to ensure that important programs and services are not cut? How can we use the clubs and learning communities to help fundraise for our campus?
54. I understand that one of the cost cutting ideas is to have only one custodian on campus during the day. Many years ago we had a full time custodian assigned to building 3 (gym) during the day. He just took care of building 3 full time. By the way we also had a full time custodian for building 3 at night as well. There is so much use of our facility during both the day and night I believe one full time custodian for the entire campus during the day is not enough. Could we, should we or can we get someone to address the budget group over this issue? Imagine all the bathrooms, clean-ups, problems, spills, and normal cleaning that takes place during the day. I can't believe this can be done by one person. I have been in many a meeting where this topic has come up in the past, and it will come up again the first time the bathrooms are a mess or a student gets ringworm because the mats weren't cleaned properly.
55. Can we close the Office on Fridays? Students can take care of things from Monday through Thursday.
56. I know this is not a popular opinion, but I would like to add my comment to those who feel that perhaps we should not mail out our class schedules. While I'm sure there is merit to the thought that mailing the schedules generates enrollment, perhaps the same thing could be accomplished more economically by producing a quality brochure with a tear-off card for those who wish to request that a schedule be mailed to them. I live in CSM's service area, and EVERY time the schedule is mailed out my neighbor throw his in the recycle bin. My belief is that this happens more than does the scenario that a family takes the schedule inside and keeps it on hand. Even on campus, the day the Fall 2009 Schedule was delivered I returned from lunch to find a schedule taken off the rack and immediately discarded in a waste bin. I fully recognize that any cost-saving measure taken will only be a drop in the bucket with respect to the potential deficit, but I would rather see us think differently about matters such as mailing the schedule than laying off classified staff when we are already running very lean in certain areas. Schedules can be provided to libraries, grocery store pamphlet racks, high schools (as they are), senior centers, etc. and potentially accomplish nearly the same additional enrollment draw. If we are truly nearly at

the funding cap for enrollment, then I'm not certain mailing schedules to generate enrollment needs to be such a die-hard focus in these economic times.

57. Can all units discuss a policy to adopt a step increase/raise freeze. This would include Management and Faculty units.
58. Consider shutting down all campuses on Fridays during the summer to save on energy costs. Staff could use vacation or is it possible to foster a work from home program on Fridays? There are CRER classes that are held on Fridays...could they be cancelled?
59. Don't cut the people who make the college great. You won't cut off your arm if you couldn't afford the shirt, would you?
60. The automatic paper towels and the water settings in the bathrooms could be cut by 2/3 or at least in half as students generally don't spend the full time the water is running washing their hands and don't need a huge towel where a small one will do. Towel hogs will go get too much anyway, so they can go back and re-swipe their hand for "extra" towels.
61. Has the District considered that continuing to operate KCSM in the red is perhaps a luxury we cannot afford any longer?
62. With the Counseling Division Assistant position vacant at present, perhaps the Division Assistant for another relatively small instructional division, Physical Education/Athletics, could provide support for both divisions.
63. I imagine that this is already occurring, but a careful examination of faculty reassigned time might yield a decrease in the number of adjunct/overload hours that need to be paid.
64. Stop cutting classified staff and look to upper management for financial relief. Cut them first and the students won't suffer.
65. The following are the from the same suggestion:
 - a. Develop Professional Training for legally mandated employee training for local corporations and government agencies: Sexual Harassment Training, Employee Document Privacy Law Training, Safety – Particularly in Biotech –legal requirements for immediate training
 - b. Contract training at the college with local companies that will be more cost effective for them and decrease their personnel costs.
 - c. Research employer training needs and tailor programs to meet the needs and save the organizations money by using college resources
 - d. Offer Employee Benefits Orientation Training Only takes time to read their programs

- e. Offer computer software training in a lab for 2-hour classes to local employees
- f. Outlook Training needed
- g. With union support to preserve jobs: Advertise facility rental of meeting rooms, Computer labs
- h. Free advertising at meetings of Meeting Planners International and Contacts through Event and Meeting Planning Certificate Program Offered at San Francisco State University Downtown Extension
- i. Offer Facility Space/Conference Rooms to local Association Meetings: (Take advantage of close proximity to San Francisco and SFO)
- j. Charge rental fees for audio visual equipment, slightly lower than local hotels and
- k. Audio visual equipment firms with charge for college AV technicians and theater staff
- l. Theater Rental for Corporate Annual Meetings (many are in the summer) With food service with a mark up for the college to have a profit
- m. Theater Rental for government agency meetings
- n. Theater Rental for large union meetings
- o. Theater Rental for Private Concerts to Elite Event Planners
- p. Rental of Athletic Facilities to private leagues
- q. Gym rental for fundraising dances
- r. Job Fairs from San Francisco Chronicle and San Mateo Times, Hot Jobs, and Local recruitment companies like Office Team, Apple One
- s. Environmental Health & Safety Associations
- t. Personnel Management Associations; Rent for Weekend Stanford University and Santa Clara University Summer Executive
- u. Workshops where participants fly in from all over the world
- v. Work with local hotels to advertise Skyline College Availability for certain
- w. Conferences with a cap on the number of attendees

- x. Allow enough time for adequate advertising and promotion.
- y. Special Note: Canada College is very well placed to cater to the Venture Capital Firms located on Sand Hill Road as a venue for their events and start up presentations in the theater.