

#	Suggestion for Savings	Status
1	Reduce lighting in Karrmann Library	This will be included in an upcoming campus energy audit and conservation program.
2	Set computers to go to sleep mode for energy savings	This will be included in an upcoming campus energy audit and conservation program.
3	Chemistry fume hoods at 1/2 speed during periods of non use	This will be included in an upcoming campus energy audit and conservation program.
4	Additional cleaning of filters and coils	This will be reviewed by Physical Plant.
5	Thermostat settings for buildings	This will be reviewed by Physical Plant.
6	Work with staff to turn off lights	Energy conservation information will be distributed and promoted beginning Fall 2009.
7	Invoice Processing - move from three steps to two steps	Financial services will review this suggestion further.
8	Energy Audits such as air infiltration	The campus will be initiating an energy conservation program in Fall 2009 including energy audits.
9	Stadium lighting should be reduced	This will be included in an upcoming campus energy conservation program.
10	Set the printing defaults to print on both sides of paper - especially for internally used documents.  I am not sure if this is done at each computer or the printer itself. Defaults could be set and instructions on how to override them provided for when one-sided printing is necessary.	Currently each workstation has a setting. This can be manually set when printing documents. New printers should be duplex capable and OIT will expore default settings for this. Desktop support staff can show you how to change settings for duplex where printers support it.
11	I had a custodian remove all my fluorescent bulbs but one from my ceiling light. I don't even have that turned on except for dark thunderstorm weather days. I use a small watt light bulb in a desk lamp. Physical Plant said it would be much cheaper on the electric bill to use desk my lamp. If Physical Plant could CHECK with each department and remove some flourescent bulbs that aren't necessary to light the area. Or maybe even have their janitors check the departments that they service. Every department and every office remove one or two light bulbs in each light would surely make a difference in the light bill. I would especially check hallways that could have less light bulbs.	Physical plant will work with departments and through the upcoming energy audit to implement this suggestion.
12	We can either go paperless with the Travel Expense Reports and submit them electronically or if that is not an option, then we need to find a way to configure the print-out to be formatted to ONE PAGE ONLY. As of current, a full page is printed out and then the second page contains one line of intstruction.	Submitting of supporting documentation makes paperless process difficult; one page printing should be doable, or duplex to keep on one sheet. Contact desktop support staff for assistance to minimize paper usage.
13	When I go through Boebel, most of the time the empty classrooms have their lights on. This may be the case in many of the buildings, but I only frequent Boebel.	Employees and students can turn lights off when leaving a room. This is a good, simple suggestion and can be acted on immediately. The energy audit will assess adding light sensors.
14	While my husband and I were going by the stadium one night a month or so ago we notice all those football field lights were on and no one was in the area. We checked while on Gridley and Southwest Road and saw no one. Maybe a change in who is allowed to turn them on or someone monitoring when they are on and need to be turned off.	The lighting will be reviewed in an upcoming energy audit; Physical Plant will work with Athletics on ways to operate the lighting.

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15	<p>Turning off computers and office equipment. While not much, it can be a sizable saver of energy cost.</p> <p>Obviously this can't really be "enforced," but you could do the following:</p> <ul style="list-style-type: none"> <li>-promotional campaign (campus-wide flyer &amp; email) informing faculty and staff of the benefits and energy savings of turning equipment off (e.g. with stats and figures)</li> <li>-after (or in tandem with) the promo campaign, inform faculty and staff that there will be an "audit" done sometime after normal working hours sometime in the month of April to check to see how many computers and other office equipment was left on</li> </ul>	<p>This is a suggestion that can be implemented immediately by employees and students.</p> <p>Software can also be used (UW-SP recently purchased approx. \$25k, PC only).</p> <p>Energy conservation material will be distributed this fall to promote awareness and conservation.</p>
16	<p>It is a convenience to have your printer on while you are in the office all day. But if it is not used at certain times turning it off would be helpful. It doesn't take much to start it back up again.</p>	<p>Departments and offices can turn off printers immediately to save energy.</p>
17	<p>"Cut the paper Trail"</p> <p>It is a gradual and delicate process, but cutting back on the paper forms/print outs that ResNet uses on a daily basis has saved us some. We are currently working on using laminated work order sheets for our computers that need support instead of printed out forms that are used for the same purpose. This cuts down on toner and paper costs.</p> <p>The key to cutting the paper trail is to have a digital copy still (we also use FootPrints to keep track of your support requests). The paper copy is used for quick reference to what has been done and to identify the computer.</p> <p>Within this year, we plan to review all our paper processes again and find ones that we can eliminate with a laminated copy or go purely digital.</p>	<p>Administrative Services will explore electronic workflow tools to allow processes to be made paperless. This will begin this fall.</p>
18	<p>It is a convenience to have your copier on while you are in the office all day. But if it is not used at certain times turning it off would be helpful. It doesn't take much to start it back up again.</p>	<p>Departments and offices can turn off copiers immediately to save energy.</p>
19	<p>Switch from 16 weeks to 14 week semesters. By increasing the class time to 60 mins and 10 mins between classes, we would still have the same amount of lecture time. The only difficulties that may need to be overcome are labs and once a week courses. We could start at 7:30 in the morning and be done by 6pm for the same number of lectures from 8-5pm.</p> <p>In the fall we would have a full week for Thanksgiving and a week before Christmas. In the spring, we would start a week later and be done a week earlier. Thus saving on utilities for heating buildings for 2 more weeks in the winter months. 4 weeks less of students taking showers, using electricity. And it goes on and on...</p>	<p>This will be raised with the chair of the Faculty Senate to determine interest in further review.</p> <p>This will also be shared with the Calendar Committee.</p>
20	<p>This would reduce the amount of paper and printing we use for posters. Instead of hanging many posters along the halls in buildings (for example Doudna and Boebel) put up one or two central bulletin boards in each building (like the dorms, Art Building, and Karrmann Library). When I order posters, I figure 65 of them to cover campus; that could be reduced by half. At \$.50 per poster I would save \$16 each time.</p>	<p>Departments can act immediately to reduce the number of posters ordered. Use of the Intercom and Zimbra can also reduce printing needs.</p>
21	<p>Move to Digital Publishing</p> <p>Move any analog published goods to digital. This will cut cost on paper, printing, delivery, disposal/recycling, environment cost.</p> <p>Move everything to a digital medium. Have the ability to opt in/out of the services so that you will receive an email reminder when a new publication has been posted (once a week, month...etc).</p> <p>ResNet will be starting a digital newsletter to the halls starting in the Fall semester. We used to do a paper copy, but 90% were thrown away right at the mailboxes in the halls. Digital copies are not wasted or thrown away.</p>	<p>Publications will help departments reduce paper printing. A number of departments are already reducing the use of paper; for example, the Alumni Office is surveying alumni to determine who prefers electronic copies of Alumni Today.</p>

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22	I'm sure this has been considered already, but some workplaces have moved to 4 day work weeks to help conserve energy/resources (see Utah State Gov). I realize this is probably not possible during the academic year, but perhaps all or a portion of the summer months could be considered under this model.	Summer courses are offered four days - Mondays through Thursdays. Having non instructional staff not work Fridays (by going to 4 10 hour days) may be an option in some work units.
23	Every department gets a lot of one page announcements from other groups, departments, etc. Maybe limiting those to one for each department would cut down on a lot of paper use. If our department needs more than one copy we can use our copier. If that doesn't work then if the sheet isn't needed have them use the back side as scrap paper before putting it in the recycle bin.	Departments can reduce printing of announcements by using the Intercom, Zimbra calendars, and other electronic options. Departments can also send fewer copies to other groups.
24	Use reusable plates, silverware in dining facilities.  This would reduce waste that goes to the landfill Plates, silverware get washed and reused	Auxiliaries is exploring options for biodegradable serving ware in the PSC.
25	Aluminum Cans  I am not sure what is done with them now or this is even possible.  But could potentially collect them from around campus and recycle them at the local recycling center and get the money for bringing in the cans to the center. With all the cans I see around campus this would be a good chance for income.	Improving recycling is an on-going campus project and UW-P will most likely participate in Recyclemania 2010 as part of these efforts.
26	Give classified staff the option of taking unpaid leave during nonpeak times. There are plenty of staff who would like to reduce their work hours per week during the summer and not use vacation to do so. Giving them the option of taking leave without pay would be a considerable savings.	This option is available to staff and some currently reduce time during the summer.
27	Avoid using printer. Organizations should be encouraged to email their messages rather than print them out and add them to professor's mail boxes. It's a big waste of money and resource. Most of them directly go to the garbage basket anyways. Professors can also consider accept electronics submission of lab/project reports.	Departments can implement this suggestion immediately.
28	Close all offices during spring break and other breaks. Savings in heat, lights, and hourly pay.	The campus will promote additional energy conservation during breaks; however, closing offices may not be practicable due to work requirements. Set furlough days will lead to some closings. Only the Governor can close state offices.
29	The food service exhaust hoods in the Pioneer Student Center run 24/7. I have been told the hoods are tied into the ventilation system for the entire building but it seems like a tremendous waste of energy to exhaust that much heated/conditioned air when the Crossing is closed.	This will be investigated by Physical Plant.

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30	<p>Is Higher Education (attending UWP or any other WI system school past HS) a "Right" or a "Privilege"?</p> <p>If it's a right, then the taxpayer needs to pay more. You should ask them and see their response.</p> <p>If it's a privilege, should not students pay for these services? Case in point.</p> <p>TSI</p> <p>We offer to out-of-state students an option to attend UWP for in-state tuition plus 4k. IL &amp; IA students are happy, thrilled even, to come here since the cost is roughly equal to the cost for them to attend an in-state school from their home state. Doesn't that mean that IA &amp; IL state schools are charging 4k more? Why do Wisconsin students get off so cheaply for a better education?</p> <p>174,000 students multiplied by 4k = Too much?</p> <p>How about 174,000 students multiplied by 2k = Even an extra \$1,000/student gets us over the projected \$173,982,800 projection.</p>	<p>This is not a savings suggestion that UW-P can implement. The Board of Regents sets tuition for students in the UW System. Increasing affordability and access to UW campuses is a priority at this time.</p>
31	<p>You could have the students purchase their textbooks, it could be phased in example fall of 2010 freshman have to purchase their books and each freshman class thereafter all students by fall 2015 will have to buy their books, that gives a sufficient cushion to those students who are on a longer track to finish plenty of time to prepare for the purchasing switch.</p>	<p>Students currently pay a rental fee of \$142 per year. This covers the costs of the rental program. This is a cost-effective solution for students. The Board of Regents is promoting rental programs. Eliminating the existing program is not an option and would shift costs to students.</p>
32	<p>Low-maintenance grounds (less mowing/fuel needs, etc.). Can we cut down on acres of grass to mow?</p>	<p>Physical plant will explore options for reduced mowing in certain areas.</p>
33	<p>you could have employees punch time clocks and pay them for only the hours worked</p>	<p>Supervisors should be monitoring hours worked for employees.</p>
34	<p>Issue laptops to interested faculty in place of desktops.</p> <p>These consume less energy than desktop machines. Also, if faculty take them home at night, they're not consuming university power...!</p> <p>This could perhaps be extended to some computing labs, as well.</p>	<p>Departments have the option to purchase desktop or laptop. The initial cost is slightly more for a laptop and accessories; laptops do use less energy than desktops. Options for computer labs will be explored this year.</p>
35	<p>the air conditioning in the buildings could be set to 73 degrees instead of 68 which is too much of a change when you go outside, we should not have to wear sweaters and jackets in the summer inside a building</p>	<p>The set point for air conditioning is 78 degrees. Some spaces and buildings are difficult to heat and cool because of older mechanical systems.</p>
36	<p>Ask for volunteer staff reduction (cut back 1-2 days/week), as approved by supervisors, either over the summer, or for as long as it works for everyone involved.</p>	<p>Departments may implement this suggestion and should work with HR if interested.</p>

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37	<p>Move functions that are cheaper to do off of campus, off campus. Doing a lot of things on campus is a waste of money. Examples include tabbing and addressing bulk mailings. It is substantially cheaper to do these things off campus and to have state employees doing tasks that that can not be replicated in an off campus environment.</p> <p>Because the mail room seems to be protected turf, I am under no illusion that this change will be made, even though we have been doing tabbing off campus because of an equipment failure and are now being ordered to bring it back on campus, even though they will charge us more for the same function. Cost savings indeed; our expenditures are being INCREASED. The actual mailing can be done cheaper off campus to. We were forbidden to even get a quote to find out how much cheaper.</p> <p>Cost reductions -- budget savings -- the campus is not serious about these activities. We can save thousands of dollars a year and basically get better service but will be subject to the same old, same old while committees meet about what to do No one is serious about any change in procedure or actually saving any money.</p>	The campus will need to explore options for providing services more cost effectively, including options to have functions moved off campus.
38	Retro fit bathrooms with motion sensing light switches, when someone walks in, the light goes on. 10-15 minute timer the light turns off. Initial cost for the switches, but over time, saving money on electricity costs.	Motion sensing light switches are installed as areas are renovated; Physical plant will assess additional installations in restrooms on campus.
39	Set a cap on reimbursement for travel. I've been amazed at times by how much of my travel to conferences (on university business) has been reimbursed. I won't refuse the money, but since such travel benefits me just as much, if not more, than it benefits the university, why not cap what the university will spend? Sure, people will complain. We can explain, though, that a cap is better than no reimbursement at all. The cap can be a set fee or a percentage. If the university had a cap, say no more than 50% of the cost, that would have saved the university about \$300 on the last trip I took. For the trip before that, the university would have saved about \$1,000. While out-of-state travel is being controlled, that seems unfair in many circumstances, especially for us in SW Wisconsin. I spend less going to professional development conferences held in Dubuque than I do on the same conference held in Madison or Milwaukee. So, the out-of-state travel controls actually cost us money (if I'm reimbursed for such travel)!	<p>Travel reimbursements are set by the state and if travelers submit claims up to the allowable amount and the supervisor approves, they are reimbursed. Supervisors may set limits before hand on travel reimbursement.</p> <p>Out-of-state travel is not prohibited. It needs to be approved in advance and should be considered if more cost effective than in-state options that meet the same purpose.</p>
40	<p>Catering Charges:</p> <p>Catered events can be a significant expense to departments and cost savings could be realized by considering a reception vs. a meal. Also when catering reservations are made, an estimate of # of participants is given and the dept. is to adjust the numbers when an event is closer. Many times the dept. doesn't guarantee the number and is charged for more people than is necessary.</p>	<p>Departments have the option to use receptions rather than meals as a way to reduce costs.</p> <p>Catering will explore options for carry-outs and other lower cost choices for events.</p>
41	<p>Phone Charges:</p> <p>CenturyTel charges us a per-line charge plus we are also charged a dain line charge for long distance. Since phone charges are a substantial expense, has the University looked into other alternatives? A know of systems that use a hub system that have lines coming in but when a call is coming in it is routed to an unused line and thus you don't need to have an individual line for each phone. I would think that could result in a large cost savings to the university.</p>	The new VOIP system is saving on move charges; the current state phone contract is based on per-line charges.
42	<p>Retirement of employees:</p> <p>When a supervisor retires, data regarding procedures should be collected prior to retirement. An audit of procedures should be done to find efficiencies and suggested to the new employee taking over. This would be a great time to make changes and create efficiencies.</p>	Operating procedures should be documented and reviews for operational efficiencies should not wait for retirements.
43	<p>Employees should be encouraged to submit ideas to make operations more efficient:</p> <p>Possibly there could be rewards for innovative ideas from employees that lead to more efficient operations. This would encourage on-going work toward changes that could potentially have a very positive effect. It would not only reward hard-working, loyal, and innovative employees but encourage employees to make suggestions when they see an opportunity for efficiency. We have vast resources of technology at the University and should strive to take advantage of them whenever possible.</p>	An employee suggestion program exists. HR will redistribute information campus-wide on this.

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44	I read that we will focus on going after meetings and events to be held on campus. I used to do that kind of work for a living, years ago. It is a very time-consuming job and the person who goes after that business needs to be dedicated to it fulltime to yield results. In fact, we need two people -- one who builds contacts here in SW Wisconsin, the other who travels farther to build those distant contacts. To facilitate this, we should have an advisory committee. The committee should have the charge of helping the person (or persons) going after this business with suggestions for who to visit, where and when to visit, what to offer to be competitive, and what to do when issues arise that are difficult to handle. The committee should come up with an incentive to get people who work at UWP (faculty & staff) to recommend meetings to pursue. If the "lead" works out and the meeting does come to UWP, the person who recommended it should receive some sort of recognition or gift. Where's the cost savings? Sounds like I'm just recommending spending money. Consider this: Several years ago, Iowa State University, went after and got the bid to hold the Odyssey of the Mind World Finals. The first time they held it, they didn't have a staff person in charge, they assigned liaison duties to a junior faculty member who had little experience in meeting management. ISU spent a lot of money on the event and made very little (more than 25,000 people attend the event for about 5 days). After that event, a committee was formed, including people in the community, to discuss how they could do a better job with the next event (in 4 years). One recommendation was to add a staff position to coordinate such events, full time. They did that. For the next event, ISU had a net income in excess of \$1 million (at least, that's the figure that was quoted to me). The staff person kept the advisory committee going, changing its composition with the events, as needed. That savings more than paid for the staff position, and benefits, by the way!	The campus has a person dedicated to marketing to events, meetings and camps. The Wellness Camp is an example of events added by this person to UW-P.  Auxiliary Services will work with Continuing Education to explore ways to generate ideas to attract additional events to UW-P.
45	Electrical usage - create an informative document, maybe Sparky (Todd Kostuck) could help with the information. The document would let people know about the dollar amount usage leaving printers and copiers on all day long, etc. Check the bills, get a competition going. The department that lowers it's usage the most.... Someone could come by each department every now and then and see whats on etc.....	Energy conservation information will be distributed and promoted beginning Fall 2009.
46	If possible, leaving the heat off or turned very low in Russell Rm 119 would benefit both the budget (albeit very small influence) and also the lab itself. Because this is a meat lab temperatures between 36-50 degrees F are optimal. Because the lab is not in use extensively during the summer there would be no need to air condition it at this time.	Physical plant will check on this suggestion.
47	Start to do web cam conferences with high school students instead of sending recruiters to high schools.	Student Affairs will explore this as one option for communicating with high schools. In-person visits will probably remain an important component of the admissions process.
48	Cut back on printing!!!!!!!!!!!! Our office receives almost daily multiple copies of information from different areas on campus that, to be honest, we always throw away. Either send them out electronically or only send a couple of copies per area/department. If you still feel it necessary to send 15 copies of the same information to 15 people that all work within 15 feet of each other, at least print front and back. Shut down all computers at night. Shut off ALL unnecessary lights at night.	Departments can reduce printing of announcements by using the Intercom, Zimbra calendars, and other electronic options. Departments can also send fewer copies to other groups.

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49	<p>Wherever possible utilize automation, software, and web-based apps.</p> <p>Automation/software/web-based apps will decrease paper costs, printing costs, lag-time, staff, and storage space.</p> <p>They will (or at least should) maximize efficiencies &amp; processes. Just like this online survey!</p> <p>Way too often offices on campus have archaic and poorly designed paper forms, which must be found, printed, filled out by hand, and then finally sent in. In fact, one office I dealt with said it was mandatory that a form I had to turn in must be printed on PINK paper! This shouldn't be necessary in this age of technology.</p> <p>With paper forms, there is a delay in campus mail. Even if faxed, fax machines must be monitored, become used, and then must be updated (new purchases).</p> <p>When the form does arrive, this data then needs to be manually entered. Obviously, this must be done by someone (extra job/staff person). Then the forms must be filed away (probably hardly to be looked at again) in some big file cabinet.</p> <p>Thanks - and sorry for the rant.</p>	<p>These are good points and progress is being made in some areas. Physical plant will be launching a web-based work order submission and processing system this fall. Other opportunities exist and need to be pursued. Administrative Services will begin exploring electronic workflow tools this fall.</p>
50	<p>Eliminate paper timesheets for classified employees.</p>	<p>UW System is planning for a new Human Resource System and it may include electronic time sheets. Final decisions on the project have not been made.</p>
51	<p>For the newer telephones that are powered through the computer, can these be adjusted so the backlight does not stay on so long. Not sure if this would save much.</p>	<p>OIT explored this option and it is not possible with the phones.</p>
52	<p>I was very surprised to see the chancellor's plan to turn down the heat for classrooms over spring break and in the overnight hours. It would seem that turning down the heat when buildings are not in use would be the natural common-sense thing to do. I hope this will continue after the semester starts?</p>	<p>This will be included in an upcoming campus energy audit and conservation program.</p>
53	<p>When people go into meetings, simply power-off their computer monitor (not the whole computer). With the number of meetings that everyone attends, that's quite a few hours on campus per day where those monitors aren't on.</p>	<p>This is a good, easy to implement idea and will be included in the campus energy conservation program.</p>
54	<p>Much info is distributed to everyone on campus via printed materials that could be done electronically. Often, people use both. Simply distribute info electronically and set expectation that this will be the sole means for distribution. Ex = Office of Sponsored Program info, Advising Flyers, just to name a couple.</p>	<p>This is a good, easy to implement idea and will be included in campus suggestions on ways to reduce resource use, generation of waste, and costs.</p>

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55	<p>Short version: Do not go forward with "shifting" in office space on Warner 2nd. Potential savings: at least \$10,000.</p> <p>Long version: In the future (the date has not been determined yet), some "shifting" in office space will occur in Warner Hall. At present, the second floor of Warner Hall houses psychology and foreign languages. Offices for both areas of study are mixed throughout the floor.</p> <p>In the future, it is proposed that the offices on the floor will shift so that the majority of the psychology offices are at the south end of the hall and the majority of the foreign language offices are at the north end of the hall. Ethnic Studies and Women's Studies will also be moved to the floor. (Both areas will receive double offices.)</p> <p>My program assistant and I made a rough estimate of how much this "shift" would cost the university. (We are basing our estimation on a recent bill that we received for painting one of our offices. Last summer, we were charged \$800 for painting one office in Warner.) We believe that a conservative estimate for this shift would be \$10,000. This shift would entail repainting offices, moving faculty, creating a double office, and the construction of two new walls to divide offices.</p> <p>I have spoken with Mittie Nimocks and Laura Anderson about this move on several occasions. The Psychology Department does not feel this move is a good use of university funds. The impetus for this move is twofold. First, the shift would cluster most of the psychology offices at the same end of the hall and most foreign language offices at the other end of the hall. Neither Psychology nor Foreign Languages are bothered that our offices are currently intermingled with each other. In contrast, I believe we have benefitted by having our offices interspersed as it has allowed us to learn about each other's programs. Second, this move would grant the director of Ethnic Studies and the director of Women's Studies double offices. As I have discussed with Mittie, there are other options for granting the double offices to these directors that do not necessitate such an extreme reorganization of the floor.</p> <p>The bottom line is that in this time of fiscal restraint and budget cuts, this seems like a frivolous, needless expense.</p>	<p>The planned moves of offices in Gardner were developed by the College of Liberal Arts and Education and are being pursued.</p>
56	<p>Our grandparents called them porches. Modern architecture calls them air-lock entries or double-door entries. Their purpose is to provide a buffer between the cold outdoors and the warm indoors. Our grandparents did not pipe heat to porches because they knew it was a complete waste to do so. Essentially all the double-door air-lock entrances for campus buildings have heaters (and some have air conditioning) conditioning this space. Turn these heaters and cooling units off. It would take some labor and essentially no materials to make this change across campus.</p>	<p>Many of the double-door entry areas on campus are sprinklered for fire suppression due to building code. These areas must be heated during the winter to prevent pipes from freezing and potentially bursting. Report to Physical Plant any areas where the heaters seem to be malfunctioning.</p>
57	<p>There are hundreds of lights that can be disconnected or placed on switches, motion sensor and/or ambient light switches. I teach all my classes in Russell Hall. The restrooms have more light than some medical doctor examination offices. Three quarters of the light could be eliminated and there would still be enough light. Lights in Russell hallways and Pioneer Tower are on 24/7/365. Lights in the hallway to my office in the Tower are on motion sensors, but with the floor-to-ceiling windows at the end of each hallway, no lights are needed during the day. Even when I work during the evening, there is way more light in the lobby area of each floor than is functionally necessary.</p>	<p>Lighting needs and the use of sensors and switches will be included in the energy conservation program.</p>
58	<p>I would think that if the University encouraged the use of University facilities for both catering and lodging facilities, we could retain more revenue internally. If Catering made a special effort to work with departments to help them plan meeting refreshments &amp; meals that comply with state guidelines and keep costs down, there would be no need to order pizzas and buy supplies off-campus. They need to be competitive with community offerings. Also if we encourage the use of lodging facilities at the Living &amp; Learning Ctr. (if sufficient) for visitors to campus (coming for meetings and conferences) we could keep more revenue internally. I realize that the Platteville community relies on income generated by the University but they would still get sufficient business revenues.</p>	<p>UW-P is working to host more events; the new Virtual EMS scheduling program will help by creating more certainty for outside groups on booking spaces. Increased use of the Living and Learning center is a continuing goal and may occur in conjunction with the opening of the new forensic investigation lab at the Farm. See also suggestions #40 and 44.</p>
59	<p>Do a cost analysis of outsourcing some if not all of OIT services. For instance get email through Google.</p>	<p>Determining cost-effective ways to deliver services is important; in the case of e-mail, the decision was made to use Zimbra with campus hosting rather than a service such as Google for non financial reasons.</p>

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60	Reduce lighting in halls and around campus. The blue lights by Ullsvik don't add much light. There are extra lights that shine on buildings and don't improve safety. The hall lights in Ullrich are far brighter than they need to be.	Lighting needs and the use of sensors and switches will be included in the energy conservation program.
61	<p>Cut down on the number of administrators!</p> <p>Cut down on the number of people that go to university paid for lunches and dinners.</p> <p>Service vehicles should not be left running with no one in them -- I've seen service vehicles running 30 minutes with no one in them.</p> <p>Increase the cost to drop classes. Perhaps the students will take the classes more seriously.</p> <p>Sell the chancellor house and have all social functions at the student center and Ullsvik.</p> <p>Cut down on the number of administrators that travel and make all trip expenses public record.</p> <p>Cut back on International study. The data indicates that we need to work more on bringing our students up to college math and English level.</p> <p>Increase minimum ACT and entrance standards so that we aren't spending as much money on students that eventually flunk out.</p>	<p>The need for administrative and staff positions does need to be reviewed;</p> <p>Departments may reduce the number of people at university paid events;</p> <p>Service vehicles should be turned off when not in use; The cost to drop classes was raised \$15 for all classes this past semester;</p> <p>The Chancellor's House will not be sold at this time;</p> <p>Travel has been reduced and trip expenses are currently public records;</p> <p>International study pays for itself and is an important part of a complete education;</p> <p>Test scores for new freshman are not significantly different from historic levels.</p>
62	I understand there are thermostats of some sort that have been put on some of the registers on campus. I would suggest putting them on all the registers in Warner Hall. There is no way to adjust the amount of heat that comes out of the registers. With the exception of a couple of days, I have worn short sleeves all winter, and most days the windows have to be opened some to cool these offices down. It's warmer out now, so the heaters are pouring heat out of them today. All the windows are wide open in the office and it still is very hot in here (to give you a small idea, there is chocolate 6 feet from the heater and it is melting, and also the heater is so hot you can't leave your hand on it). I realize it costs money to put the thermostats in. But perhaps the money it saves in the long run, by hopefully not having to open windows and let all the heat out, would save some money.	This will be included in an upcoming campus energy audit and conservation program.
63	Cancel the Chancellor's Convocation. It has never been used effectively, and is largely regarded by faculty as a required waste of time.	University Convocation is a meaningful and important part of welcoming everyone to the new academic year and will continue.
64	This is not a "savings" item, but rather a revenue generator...how about bottling and selling the microbrew made at the Pioneer Student Center?	The campus will not explore this option because of the limits on our brewing license.
65	Why don't we try to sell advertising on the tv's in the PSC and on the menu board in the Greenwood Avenue Market? \$150.00 per month would be reasonable for alot of companies/vendors.(Pepsi,Coke,Frito Lay, Dr.Pepper ect. If we could get 150.00 times 12 months times ten vendors, this would generate \$18,000.00 in revenue that we spend minimal labor on. We could approach local businesses also.	The campus will explore this revenue option.
66	Now that the chancellor is retiring. We need to sell the house on west main, this is a totally unnecessary perk especially in the econmic crisis we are now facing.	The Chancellor's House will not be sold at this time.

#	Suggestion for Savings	Status
67	All frequent flier miles earned by all state employees on state business trips need to go back into the state system to help reduce stata travel expenses.	Employees who use the UW frequent flyer account numbers do generate benefits back to the campus. UW-Platteville has benefited from numerous frequent flyer certificates. By using TravelPort, our frequent flyer accounts are automatically credited.
68	Offer deductible health insurance plans to state employees who want to retire so their sick leave conversion will last for more years.	This suggestion will be forwarded to Employee Trust Funds. They are responsible for health insurance programs for state employees.
69	<p>We are required to have maintenance put up even pictures, which costs the department \$7 just to hang a picture. The wastefulness of this, when we are willing to just put a nail in for 3 cents ourselves, is detrimental to the budget. The cost for maintenance to do a simple project such as put up a wall is 3-4 times what I can get it done for in the private sector.</p> <p>Empowering faculty and staff to take care of 'little' things like this can save beaucoup bucks.</p>	Physical plant will review alternatives to the current approach for chargebacks and what can and can not be done by faculty and staff in offices.
70	<p>What kind of a difference would it make if the temperature was turned down several degrees in each building for the cold months? People can wear sweaters and warmer clothing.....it's easier to put on a few extra warm clothes than waste heat.</p> <p>We have a very nice looking campus, which is a credit the the grounds keepers, however, let's just maintain what we have and not plant or add more at this time.</p> <p>This campus is for education.....please make certain you don't cut back on anything that affects the quality of education our students are receiving. Thanks for the opportunity!! Oops! Just read your directions....sorry this had two suggestions!!</p>	<p>Encouraging people to "dress appropriately" will be part of the campus energy conservation effort;</p> <p>Some additional plantings are needed to address areas that are not attractive given the location on campus;</p> <p>Educational quality is a priority concern and budget decisions have been made in an effort to preserve quality.</p>
71	Turn off all of the computers normally used by students in the Bear's Den, classrooms, or wherever they are located around campus while the university is not in session. I personally turned off all of the computers in one room. There are two more computer labs in Boebel Hall: one on the first floor and one on the second floor. I doubt if they were turned off.	This is a good, easy to implement suggestion for all employees. Software is available for this but is not needed if people turn off computers.
72	Turn down the heat in my office. It has been "called in" a couple of times; someone stopped one day a couple months ago to check it out, but nothing changed after that. The temp has been running at 77-78 degrees all winter even though the thermostat is set at 67 degrees. Other offices near mine are hot, too.	Physical plant will check on this suggestion when the heating season starts.
73	Change the way the "automatic" doors work in Ullsvik (the ones that are connected to the handicapped accessible buttons). A slight push or pull on these doors triggers the automatic opener which holds the door wide open for quite awhile, letting warm air out/cold air in during winter and I assume the opposite will be true in the summer, driving energy costs up all year. (The ones on the north west entrance have also let a lot of leaves blow in which has to be annoying to the maintenance staff.) It's one thing to have them open wide and stay open when someone pushed the button for that, but can't they be set so that they don't do the same thing when opened manually?	Physical plant will check on this suggestion.
74	<p>Four day work week--shut down or turn down utilities during three days.</p> <p>Offer a reasonable early retirement to higher paid senior faculty and hire less expensive junior faculty to fill vacancies.</p>	<p>Four day work weeks may be appropriate in some offices and departments for summer operations.</p> <p>This suggestion will be forwarded to Employee Trust Funds. They are responsible for health insurance programs for state employees.</p>

#	Suggestion for Savings	Status
75	Many classes in the Summer run Monday through Thursday. Offer employees a 4 day work week. The Friday off will not affect their insurance, but they would only be paid for 32 hours, then turn the air conditioning up from Thurs evening through early Monday morning.	Some offices on campus may be able to operate well with a four day week; others need to be open five days to provide services. Furlough scheduling may accomplish this in some offices.
76	Do all Universities provide homes for their Chancellors? My suggestion is to sell the Chancellor's home.	Not all UW campuses provide houses for the Chancellor. At this time the Chancellor's House will not be sold.
77	The current OIT help desk is not efficient. Either eliminate the centralized help desk and rely on your distributed support staff or create a truly centralized system. We could save money and resources by combining all the distributed support staff into one central location to serve as a centralized help desk. Each staff member could still be "assigned" to particular areas, but would also be responsible for operation of the help desk. The centralized concept would make it very easy for the staff members (students and professional) to collaborate on problems and find solutions. Possible cost savings comes from the re purposing of equipment (one departments trash is another departments treasure), sharing student workers, bulk software purchases and support plans, and from eliminating some full time staff (this would have to be evaluated).	Options to improve the services and efficiency of the OIT help desk will be considered in the next year, including the recommendations developed during a review of distributed support during 2008-09.
78	I HAVE CLASSROOMS WHERE THE LIGHTS COME ON AT WILL WITH NO ONE IN THE ROOM AND BURN FOR APP. 20 MIN. ALSO IN ROOM 112 THE FRONT SET OF LIGHTS HAVE BEEN ON FOR AT LEAST --3-- YEARS STEADY. THIS HAS BEEN REPORTED. FIXING THE LIGHTS MIGHT SAVE SOME ON THE LIGHT BILL??????	Physical Plant will check room 112.  Lights should be turned off when the last person leaves a room rather than relying on occupancy sensors.
79	I'm not sure if the Chancellor's Cabinet meetings still have a catered continental breakfast provided, but if they do, this could be cut to save hundreds (if not thousands) of dollars per year.	This suggestion will be reviewed.
80	Go to 4 day work weeks in the summer.	Some offices on campus may be able to operate well with a four day week; others need to be open five days to provide services. Furlough scheduling may accomplish this in some offices.
81	Privatize the janitorial services.	Privatization is an option for a number of operations on campus and may be considered if additional budget reductions are needed.
82	Shut down the library? I know that is crazy sounding, but is a library really necessary in the current electronic age?	The library is an essential element of UW-P and will be maintained.
83	Replace MS Office with Open Office.  It's free, it's compatible with MS Office, and it's pretty mature and stable software now.  <a href="http://www.openoffice.org">www.openoffice.org</a>	UW-System has a contract with Microsoft that we are part of if we use MS office or not. Cost savings would not be realized as we are paying for MS office anyway. This suggestion will be shared with UW System for consideration when the current contract nears expiration.
84	Offer older employees a bonus to retire. This would save after the first year. After they have retired, the university could hire someone back (if they hire at all) at a much cheaper rate.	This suggestion will be forwarded to Employee Trust Funds. They are responsible for health insurance programs for state employees.

#	Suggestion for Savings	Status
85	All people on campus do not need voicemail on their phones. People could call main office and leave a message.	Voicemail costs \$5.20 per line per month. Departments may ask to have it eliminated; however, it may be needed in certain work units.
86	Shut heat way down during the month break in December/January. Close buildings that way you could shut off electricity also. People could forward phone and work in different areas.	Winterim starts in early January. Physical plant will assess options for reducing utility usage during the semester break.
87	Encourage job sharing as many department program assistants are not busy, especially in the summertime. Better yet, change the unbusy areas to 9 month positions.	Open clerical and administrative positions could be filled on a nine month basis and was done so in the past.
88	My suggestion is to eliminate some of the multiple color and non-color posters/advertisements coming through campus mail to offices. Sending 8 full size color posters to an office with 8 employees is wasteful. One is needed - in the case of our office- 7 are automatically put in the recycle bin and color posters are expensive.	This is a good, easy to implement suggestion. Departments can use electronic distribution and new Zimbra calendar features to reduce printing of posters.
89	Cut CPR funding.	CPR is funded by students through their allocable fees; SUFAC reviews the funding for this each year.
90	Stop mowing lawns so often.	Physical plant will review options for mowing certain areas less frequently.
91	Cut SUFAC, WHURA, RHA, and RHH funding.	These are funded through student fees and are reviewed annually through student governance.
92	Fewer comedians and entertainers.	These are funded through student fees and are reviewed annually through SUFAC.
93	Mandatory that every Professor print on both sides of paper, and allow students to print on both sides for assignments they are turning in. This will help save the environment while saving money for the campus.	Printing on both sides of the paper is addressed in other items; for large printing jobs it is more cost effective to have the Duplicating Center do the work.
94	Start using Linux on campus computers instead of Windows. Ubuntu is a flavor of Linux that is intuitive for Windows users. Ubuntu is free.	Currently UW-Platteville does allow the use of Linux but does not support it at level 1. Many of the software packages we use require Windows.
95	I believe that there would be savings in the elimination of the Computer Science Joint International Masters (JIM) program. I do NOT know or have access to the exact costs of this program. I do know that faculty time is spent coordinating the program, that faculty time is spent teaching Graduate level courses with very few students, that faculty time is spent reviewing graduate papers/thesis, and that faculty time is spent traveling to Germany and Australia. I believe that the elimination of this program would definitely produce University savings and free up faculty to teach undergraduate computer science and software engineering courses.	This graduate program is on the regular schedule to be reviewed by the APC for their recommendation of program continuance, elimination or putting the program on hold. This program does add diversity to UW-Platteville and adds an important international dimension to the campus.

#	Suggestion for Savings	Status
96	I have noticed that the display in the Pioneer Student Center concerning the disposable plates, cups, and bowls, that the university uses are non-recyclable items. When I attended this university, we had real plates, and silverware. I think that going back to real dishes would save a great deal of money from not having to purchase the stuff, plus this would help the environment since what we are now using are non-recyclables. It would also provide a few jobs to students hired to load the dishwasher. I don't think it is a wise idea for a university to use non-recyclables in such a large amount when we are an institution based on education. This is not giving future generations a good example.	Auxiliaries is exploring options for biodegradable serving ware in the PSC.
97	<p>Low enrollment classes should be closely studied. If they are "senior seminar" type classes that include only majors in certain subjects than they probably should continue. I would guess that these are the liberal arts/humanities areas which, although they are not UWP's "trademark" degrees, are still important to the overall university curriculum.</p> <p>One option would be to offer more humanities/social science/language/literature classes through Distance Education. We advertise that one can earn a degree through the Distance Education program, but UWP does NOT offer any of the general education requirements through the program. Perhaps this would be an area of savings, if some classes, say an Asian literature course, could be offered in an online format rather than a classroom. It would result in energy savings as well as personnel costs.</p>	Low enrollment courses are monitored by the Deans. Each semester a number of courses are cancelled due to low enrollment, courses are combined and course schedules are changed to offer courses on a rotating basis. This was identified during the work of the Budget Review Task Force and General education classes are offered through UW Colleges. UW-P will not be duplicating this.
98	In lighted display cases put the lights on a timer so they don't burn 24/7.	Physical plant will check on this suggestion.
99	<p>I propose that only one flyer, brochure or poster be sent per office. We have about 900 employees. Multiply 900 x 3 flyers a week and that's 2700 pieces of paper a week. Multiply 2700 pieces of paper x 52 weeks and it is 140,400 pieces of paper, at a minimum, per year. In five years, this would total 702,000 pieces of paper = 1,404 reams of paper.</p> <p>If one considers the cost of paper and ink, the use of duplicating equipment, the staff time needed to duplicate items and the time used to count and distribute the items, plus the waste of paper when most of the flyers go in the recycle bin, it seems to me that we could save money on staff costs and paper by distributing only one flyer (brochure, etc.) per office.</p>	This is a good, easy to implement suggestion. Departments can use electronic distribution and new Zimbra calendar features to reduce printing of posters.
100	Mailings from several departments go to employees homes at bulk mail rates, which are going to increase this May. Is there a method that employees can be coded in databases to send items via campus mail instead of bulk mail?	Certain official correspondence needs to be sent to employees homes; other correspondence could be sent via campus mail or via e-mail.
101	Turn the lights off in all rooms and all building when the rooms are not in use. Fine any Instructors/professors/custodians for non-compliance.	This is a good, easy to implement suggestion for all employees. Fines are not going to be implemented.
102	To help conserve energy costs, I suggest the air conditioning be kept at 80 degrees this summer.	The set point for air conditioning is 78 degrees.
103	I saw this suggestion on the ACUA listserve, but I thought it was a good one. Less food for meetings. Do we really need to provide as much food and drinks for meetings?	Departments can reduce the amount of food ordered for meetings.
104	Eliminate the contract for uniforms with G&K services for the classified blue collar. The university pays 66% of the costs for the uniforms. This probably amounts to about \$20-30,000. The university could just buy 3 shirts( you don't need uniform pants) a year for the employee and let the employee launder it themselves. Most employees launder their uniforms themselves as it is-much cleaner and comfortable. I believe there is a 3 year contract and I don't know when it ends but it is well worth looking into if the university is serious about savings. UW-Lacrosse buys the uniforms and it has worked very well.	Physical Plant reviewed this suggestion and determined the contract for uniforms is more cost effective.

#	Suggestion for Savings	Status
105	I believe you could eliminate (a position) for a savings of \$60,000. Many institutions have dropped (the position).	This position is important and will not be eliminated. (The suggestion was edited to remove reference to the specific position and individual.)
106	Charge for parking along College Drive, Main Street in front of campus, and along Longhorn Drive	This city would determine charges for parking on College Drive and Main Street. There is no parking on Longhorn Drive.
107	<p>I swim every morning from 6:30 am to 7:30 am. this area must be the biggest energy waste on campus. The "wind tunnel" as the swimmers call it, brings in outside air. In late spring early fall and all winter this air is VERY COLD. It feels even colder due to highspeed of the wind tunnel.</p> <p>This drastically reduces the water temperature. Meanwhile under the pool we are wasting a large amount energy heating the water. Also this process drastically evaporates the pool water.</p> <p>Swimming experts say the room temperature should be 10 degrees above the water temperature. Here it is 15 degrees below the water temperature.</p>	Physical plant will follow up on this suggestion.
108	Default all printers and copiers to double-sided printing.	Currently each workstation has a setting. This can be manually set when printing documents. New printers should be duplex capable and can be set to this. Contact your desktop support person for assistance.
109	Can we eliminate some computer labs on campus? I had no idea how many labs we had until I started doing inventory for the academic areas this year.	This suggestion will be explored this year.
110	Why is the passport office the only place on campus where students or staff can add funds? Could we eliminate some hours at the passport office by developing online payments where you could add money to your card from any computer. Parents could even add more money to their kids' cards online.	This suggestion will be explored this fall.
111	<p>Sale of surplus items/property</p> <p>I know this is currently being done once every summer, but at other UW System schools, it is done year round. I know one of the managers for this type of office and based on the information that I received, it showed to be an extremely profitable and viable option. The staffing, which is minimal, is (1) full time employee and (4-6) student employees. The 'open' hours are only on (1) day a week, allowing for proper cataloging, recycling, or cleaning of items. The big plus for this is that it is self-sufficient and brings in revenue to be dispersed as needed. Thank you.</p>	This suggestion will be explored this fall.
112	Do not cut the grass so much.	Physical plant will explore options for reduced mowing in certain areas.

#	Suggestion for Savings	Status
113	<p>How about this??</p> <p>There seems to be alot of labs open in the evening hours and some well past 12:00 pm. with only one or two students in them, but this means that all the classroom lights are on. Some of the labs have 100 + lights burning with only one or two students in the room. This takes place in at least 3 buildings I know of and as many as 2 to 3 labs in each building some with only one lab and one student.</p> <p>At one time there was talk of only having one lab open after hours --say 10:pm-- and students needing lab time would go to this lab. (student center was suggested) . EVEN though the need is real for late night lab use it would seem that having one central lab would make sence.</p> <p>It does not seem to be a large number of students needing this late night lab time ,but seems it could be done all in one computer lab, even if programs need to be added to the main frame as to let most programs be accsed from one lab area.</p> <p>So if 5 or 6 labs could be in shut down mode say after 10:pm and all those lights in all those rooms were turned off, this could help save money out the lighting cost.</p> <p>JUST AN IDEA!</p>	This suggestion will be explored this fall.
114	<p>I think that various depts. on campus should reduce the amount of printed information that is distributed on campus. Our dept. probably receives over 1000 copies per semester. The majority of these copies ends up in the trash unread. There are other 'greener' options to relay information than the printed copy.</p>	This is a good, easy to implement suggestion. Departments can use electronic distribution and new Zimbra calendar features to reduce printing of posters.
115	<p>With the upcoming retirement of the Chancellor maybe it is time that the UW System look into sharing Chacellors. The Chancellors at the UW earn more than the Governor of our fine state. When totalled together that makes for a pretty hefty chunk of change. Why not have one Chancellor for several UW campuses instead of one Chacellor per campus. It would seem to me that with all the assistance that the Chancellor receives that this would/should be possible.</p>	The Chancellor works on behalf of the campus seven days a week; serving more than one campus is not possible with the responsibilities of the office.
116	<p>Cut back on the air conditioning in offices during the summer. There are very few people around and it gets too cold!! You can't wear summer clothes and look ridiculous walking outside with long sleeves and pants when it is 80+ degrees outside.</p>	This will be part of the energy conservation program. Cooling temperatures should be set at 78 degrees.
117	<p>Cut out all of the food snacks at meetings. People can eat their own breakfast and do not need additional food in between the regular meals. I do understand that lunch needs to be served at some meetings but nobody needs rolls, muffins, cookies in between meals.</p>	Departments can cut back on food ordered for meetings.
118	<p>I recently added a second monitor to my desk (mainly for the use of multiple software programs that I use). I have found however that I print out less since the 2nd monitor was added. In the past, I would print out documents so that I could compare things from that doc to another on the one screen (avoiding the toggling back and forth between docs). I print less now that I can compare things between the monitors.</p> <p>Monitors aren't too expensive, but better yet...there probably are monitors that are working perfectly fine but have been replaced when we have had computer upgrades. If there are extra monitors around campus, people could use them and maybe save printing costs.</p>	Departments should consider this and other options to reduce the amount of paper used in printing.
119	<p>Ride sharing to the Dubuque airport - could we set up a web site so that people who have to go to the airport to pick up/drop off visitors, etc., might ride-share? This would be a way to not only save miles, but save time if we can share the "wasted" 80+ minute round trip.</p>	This suggestion will be explored this fall.

#	Suggestion for Savings	Status
120	We need a way for secretarial staff to share office supplies. Some of us have supplies in our office that we no longer need that other offices could utilize. I would like to see a list online where support staff could post extra supplies that they would like to part with or wanted items. Support staff could check this posting before they ordered new items.	This suggestion will be explored this fall.
121	Install electric hand driers to replace paper towels. There's some initial costs to this, but it ought to pay off before long. Reduces paper waste, too.	Physical plant will check on this suggestion.
122	<p>Tray-less Tuesdays. This is something that I heard about from an Eau Claire student, and they have been expanding this idea. It started with taking away cafeteria trays on Tuesdays, but it has expanded to Wednesdays, and they are considering eliminating trays altogether. Eau Claire saves in several ways by not using cafeteria trays. Students take significantly less food when they can't pile it up on a tray (also leads to healthier portions) -- saves food costs, reduces wasted food; not using trays means they also do not have to be washed -- saves on labor, water, heat, soap, et cetera.</p> <p>Not only that, everyone knows that students already steal Glenview trays for sledding anyways.</p>	Student Affairs will explore this option.
123	Take a limited number of buildings, or floors of buildings, "off-line" during the summer. The saving is based on HVAC energy savings.	Physical plant will check on this suggestion.
124	Impliment student labor to greater extent for non-trade positions, including custodial positions.	Student employees provide valuable services to the campus, as do other employees. Campus custodians are called on to provide many types of valuable services to the campus.
125	Offer "Introductory" non-credit on-line classes to review, refresh, acquaint students with material specific to high-fail-rate classes to increase passing rates and improve organizational efficiency.	The Provost and Executive Director of the First Year Experience will review this suggestion.
126	Cost recovery- surcharge Lab Fees including construction, operational and energy, staffing, maintenance costs of unique programmatic requirements.	Lab fees are governed by Board of Regent Policies. See <a href="http://www.uwsa.edu/fadmin/gapp/gapp29.htm">http://www.uwsa.edu/fadmin/gapp/gapp29.htm</a> for some of the restrictions that apply.
127	Use educational facilities to a greater extent in the summer, and get a financial return. A 9-month school year seems antiquated. Better market and enhance our summer academic programming to better use all of our assets- facilites, faculty, and staff. Change our UW-Platteville culture regarding a "three month annual vacation"-no one could afford to do this in private industry.	Increased use of facilities during Winterim and the summer will be evaluated.
128	Is there any way to regulate the temperature in Warner Hall? This building is so warm and we have to open windows in the winter to make it through the day. Therefore, heat is going out the windows. And it's worse in Feb., March, and April when the outside temp varies from week to week. We dress for the cold outside and inside we need less. Students complain also that this building is so warm. Thank you.	Physical plant will check on this suggestion.
129	This suggestion is for savings of a different type. Saving of our environment. The PSC doesn't use recyclable serving pieces. I questioned this and the response I got was that recyclable plates, glasses, etc. were too expensive. This may be but the cost to our environment needs to be considered also.	The campus is pursuing construction of an anaerobic digester and will explore serving pieces that can be "fed" to the digester.
130	Make it mandatory that ALL offices/buildings be open from 7:00am to 3:30pm during the summer and over breaks. This would eliminate some offices in a building using electricity for longer periods of time in a day. As it is now some offices in a building may be open til 5:00 or later which entails the whole building be open til that time also.	A 7:00 to 3:30 schedule may not work in all offices on campus; customers may need to have services provided later in the day.

#	Suggestion for Savings	Status									
131	<p>LAE is currently reassigning offices in order to move faculty in a single discipline into offices which are closely grouped together. In the case of Psychology and Foreign Languages, all of those moves involve changes on one floor of Warner Hall. The current configuration has been quite manageable. While the proposed changes might have been desirable under good economic times, they are certainly not essential.</p> <p>Further, the Psychology Chair is being asked to vacate her office (and move two doors down) so the Director of Ethnic Studies may have the vacated office (rather than the open office, two doors down).</p> <p>These moves require, in one case, that two separate offices be joined into one (removing a wall) and, in a second case, that a two-room office be separated into two offices(restoring a wall).</p>	The planned moves of offices in Gardner were developed by the College of Liberal Arts and Education and are being pursued.									
132	We have a lot of roof flat roof surface that we could put solar options on...either electrical or hot water systems. Is the state looking at that?	The campus conducted a solar electric site assessment in May and will be pursuing installation of photovoltaic solar panels.									
133	Send out weekly e-mails to everyone reminding them to shut off their computers and monitors whenever they will be away from their workstation for more than ten minutes. Lunch, meetings, etc.	Energy conservation information will be distributed and promoted beginning Fall 2009.									
134	if overhead fluorescent light fixtures have four bulbs in them, unless absolutely necessary, take two of them out, or don't replace them as they burn out. There is usually plenty of light output from two of them. Also, replace any old ballasts with newer more efficient ones. If we are using T11 or T12 bulbs, convert to T8.	The energy conservation and audit will look at this option. In some cases the ballasts must be replaced because energy is used even if bulbs are not replaced.									
135	<p>This is a follow up on my suggestion of using t8 fluorescent tubes instead of t12. Madison Gas and Electric had this info on their web site.</p> <p>Annual energy savings comparison  F40 (40-watt, 4-foot) T12 and magnetic ballast fixture versus  F32 (32-watt, 4-foot) T8 and electronic ballast fixture  Lamp/Ballast combination</p> <p>Watts/Fixture</p> <table border="0" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th style="text-align: center;">Annual energy cost</th> <th style="text-align: center;">Annual savings</th> </tr> </thead> <tbody> <tr> <td>F40-T12 fixture (4 lamps, 2 ballasts) 192</td> <td style="text-align: center;">\$29.20</td> <td style="text-align: center;">-</td> </tr> <tr> <td>F32-T8 fixture, (4 lamps, 1 ballast) 112</td> <td style="text-align: center;">\$17.03</td> <td style="text-align: center;">\$12.17</td> </tr> </tbody> </table>		Annual energy cost	Annual savings	F40-T12 fixture (4 lamps, 2 ballasts) 192	\$29.20	-	F32-T8 fixture, (4 lamps, 1 ballast) 112	\$17.03	\$12.17	The energy audit will look at relamping to conserve energy and save money.
	Annual energy cost	Annual savings									
F40-T12 fixture (4 lamps, 2 ballasts) 192	\$29.20	-									
F32-T8 fixture, (4 lamps, 1 ballast) 112	\$17.03	\$12.17									
136	Sell the house across from Russell Hall.	At this time the house will not be sold.									
137	Suggest that each department inventory their office supplies and deliver excess to a central area where it could be resold to students at an affordable cost. I have seen departments stockpiling supplies that couldn't be used up for years to come.	This suggestion will be explored this fall.									

#	Suggestion for Savings	Status
138	Remove the air conditioners from Warner Hall during the cold months and insulate the windows. Last winter the curtains were moving from the breeze blowing through the windows at the Women's Center.	Physical plant will check on this suggestion.
139	Turn the air conditioning up to 75 or 78 to cool buildings in summer. This would save thousands of dollars. It is silly to see people in the Student Center and the Library wearing sweatshirts and sweaters in the summer.	The set point for air conditioning is 78 degrees.
140	Turn off computers when they are not being used. Stop heating the residence hall computer labs while running the air conditioning (with the windows open, too, and the computers also generating plenty of heat). There has to be a more efficient way of doing this!	Physical plant will check on the heating and cooling issues raised here. Students and employees can turn off computers when not in use.
141	If everyone would work seven and one half hours a day instead of eight. that would save two and one half hours from every person and leave the benefits alone. If they are salary give them the option of taking a pay cut or raise their benefits. Also on weekends their is no reason that all the lights should be left on except security lights. Also some buildings are too warm maybe turn the heat down.	The state furlough plan reduced work hours. Lighting will be reviewed during the energy audit. Physical plant will be looking at building heating.
142	Turn off the Stadium lights when the Stadium is not in use. This would also help with the light pollution in the area of these neighborhoods.	The lighting will be reviewed in an upcoming energy audit; Physical Plant will work with Athletics on ways to operate the lighting. See suggestion 14.
143	I have been told by one of my professors that the staff (at least the staff of the business department) gets a brand new computer every two years. I don't care what people say, computers are not old in two years. Spread that amount of time out between getting new computers. Four to five years sounds like plenty.	Departments determine when to replace computers. Many are replaced only every four years. Some may be replaced more frequently.
144	There are many rooms across campus that have lights on when they are not needed. The simplest thing to do would be to put signs up to remind people to turn the lights out if they are the last on to leave a room. In the library, most of the computer labs in the basement have the lights left on in the evenings when no one is in there. The same thing is happening in other buildings, where there are no classes, but the lights are still on for hours at a time. The new engineering building is great in having the large windows in the stairwells, but when it is a perfectly sunny day out, the lights are still running, wasting electricity and money!	Employees and students can turn lights off when leaving a room. This is a good, simple suggestion and can be acted on immediately. OIT will review uses in computer labs and options for savings. The energy audit will assess adding light sensors to save energy. (These will be included in the Williams Field House addition.)
145	I have a few classes in B52 in the William's Fieldhouse. This winter the room felt like a sauna in the mid of winter. There is no reason for the room or any room to be that hot. We literally moved class into a different room one day because the temperature was almost unbearable. This went on for over a week. If issues like this could be recognized and fixed sooner, it could potentially save money.	Physical plant will assess this problem in the fall. Please report heating and cooling problems to Physical Plant.
146	The heating system for the lounges and study rooms for a lot of builds are on too hot and inefficient.	Physical plant will assess this problem in the fall.
147	Most residents complain of their rooms being too hot even with the heat all the way off.	Physical plant will assess this problem in the fall.
148	The sabbatical program should be suspended for the next budget cycle.	Sabbatical is a privilege granted with no extra funding or positions; departments manage these with current budgets.
149	ALL university-subsidized foreign travel should be prohibited for at least a year. Even though it is publicized that there is a ban on out-of-state travel, many faculty and staff have continued to travel using university/state funding. If there is truly a ban, it should be followed consistently.	At this time there is no ban on travel out of state or internationally; travel is reviewed within each college and within Student Affairs, Administrative Services, and University Advancement.
150	Do not fill the position of Provost when Dr. Butts takes over as Interim Chancellor. Or, make the Provost position part-time until a new Chancellor is hired. If there is no money available to hire replacement faculty members, there should also be no money available to hire administrators.	Duane Ford is serving as Interim Provost. The Chancellor focuses a significant amount of time on external relations for the University and the Provost spends a significant amount of time internally on academics. Both are important to the future of the University.

#	Suggestion for Savings	Status
151	Do not require student employees under 18 to obtain a new work permit if they work for us a second or multiple summers. DWD does not require a new permit each summer. This won't save a lot of money, but it will eliminate the unnecessary handling of more paper for multiple departments along with the cost of processing and mailing a check to reimburse the employee the \$5 cost of the permit. It will also eliminate an unnecessary step for our student employees.	Human Resources will review this suggestion further this fall.
152	How about using the west end of the Cooper LLC for student housing? It could be rented out 24/7 year around. The east end could still be used for visitors and meetings.	This suggestion will be reviewed by Student Affairs.
153	summary of suggestions ,where is this posted ?	
154	Get more efficient urinals. In the dorms they flush over a gallon of water for each use. In Otts they flush even when no one is there.	Physical plant will review this issue.
155	Empty the garbage cans and boxes after 8:30 in the morning so as not to wake people up.	Physical plant and the residence halls will review options and possible cost savings.
156	I've noticed in this building that the lights in certain areas remain on long after the person has left the room. Perhaps the timing on the automatic lights could be shortened. Sure that would make some difference.	Physical plant will review this problem.
157	UWP needs to check the temperature in the buildings during the summer. Temperatures need to be in the upper 70's or low 80's. We run a chiller system and keeping the buildings cool does not lower the humidity, it just makes it cool and damp. Remember, we would like to wear summer clothing and not have to go to our cars to get warmed up!	The set point for air conditioning is 78 degrees; some areas are difficult to maintain at this temperature due to mechanical systems.
158	To save money this summer I would suggest Air Conditioning in the buildings to 80 and no lower...	The set point for air conditioning is 78 degrees.
159	Please turn off the heat in the library. It is almost 80 in here. We have this problem each spring and fall. I think we could gain a tremendous amount of savings by turning the heat off during these times.  Thanks	Physical plant will assess options for Karrmann Library to better manage this problem.
160	Please, please turn the HEAT OFF in the library! It is a brick building with no windows to open, and the solar gain when it is above 40 degrees is ENOUGH. Today, April 24, it is above 80 degrees on the main floor reference area, but the heat is just pouring out of the registers. It's such a waste, and so uncomfortable for the students trying to study in here. Thank you.	Physical plant will assess options for Karrmann Library to better manage this problem.
161	I'm not sure if the UW-System has mandates for the temperatures in their buildings or not, but the air is turned on in Karrmann and the offices are at about 65 degrees...we could probably save a lot of money by keeping the temperature around 68 or even 70 and still be plenty comfortable.	The set point for air conditioning is 78 degrees. Some spaces and buildings, including Karrmann, are difficult to heat and cool because of older mechanical systems. Physical plant will follow up on this specific item.

#	Suggestion for Savings	Status
162	I've noticed that some employees in Karrmann Library where I work, and I assume in other departments on campus, have been able to choose their own office chairs. From what I've heard, many are very expensive. Why not give employees a choice of a few chairs, within a reasonable price range. If they want a "special" chair, they could spend their own money on them.	Employees who need new office chairs select from state contracts that provide a range of chairs; departments can limit the selections and the amount spent on chairs.
163	Are the water-saving toilets on campus ever checked to make sure they aren't using too much water? I noticed one, (and reported it) that was running too long after flushing. I would guess there are lots more on campus that need to be adjusted/repaired.	Problems in restrooms should be reported immediately to physical plant. Water conservation measures will be examined as part of the energy audit that will be conducted in the fall of 2009.
164	Complete Performance Evaluations for all positions, which would help identify inefficient, unproductive and ineffective employees and unnecessary positions.	Human Resources will review this suggestion further this fall.
165	Electronic Time Sheets	UW System is planning for a new Human Resource System and it may include electronic time sheets. Final decisions on the project have not been made.
166	Increase use of Pcards to help reduce costs in purchasing and increase rebates for UWP.	The campus will evaluate its use of Pcards in 2010 to determine if additional cost savings or increased rebates can be realized.
167	Cut the football program; per this site: <a href="http://www.lacrossetribune.com/articles/2009/06/06/news/01sports.txt">http://www.lacrossetribune.com/articles/2009/06/06/news/01sports.txt</a>	The football program will not be cut by UW Platteville.
168	Reduce the use of toner cartridges by having units pay the costs rather than providing these for free.	This suggestion will be explored this fall.
169	Restore an afternoon mail delivery and pickup to save other employees the time of going to mail time sensitive materials.	This suggestion will be explored this fall.