

YEAR	COST SAVINGS	AMOUNT
2013	SAU Blue and You Insurance – in the Process of reviewing to determine a cost savings from self-insured to State plan.	Under consideration 0.00
	Graduate Assistants	5,280.00
	Adjuncts - Graduate	97,833.00
	Telephone	500.00
	4 day summer work week	17,139.00
	Total District Cooling and Heating Systems Savings	341,299.00
	10% Instruction in Emergency Response Efficiency - Campus Digitization	
	Estimate for UPD, Fire Department, Physical Plant Maintenance	
PP	New and Retrofitted High Efficiency Lighting	35,000.00
CC	In House Design and Production of Commercials, Videos, Photoshoots	8,500.00
	Total	505,551.00

ERC	The following cost cutting measures are used in the Employment Resource Center (ERC)
	· Administrative specialist only works a 9-month work period
	· The superintendent's list is faxed to over 190 schools each fall and spring semester instead of being copied and mailed
	· Invitations to career days and teachers fairs are faxed instead of mailed
	· Meals have not been provided for career day representatives for 3 years
	· Membership was not continued with the National Association of Colleges & Employers due to cost
	· Cost comparisons are checked before purchases are made
	· Remanufactured toner cartridges are used
	· Office forms are printed in black & white instead of color
	· Office forms are printed on an as-needed basis to prevent waste resulting from form changes
	· There is limited use of the color printer or colored paper for flyers
	· Paper is recycled and used for miscellaneous printing and note paper
	· End-cut paper from the Communications Center is used for office note paper and for drawing slips for door prize drawings at career days
	· Pens and pencils received from organizations at career events are made available for student use when completing office forms since many of these are taken from the office
	· Mailings about ERC services sent prior to graduation to candidates for degrees were replaced with emails
	· Mailings to seniors prior to career days were stopped
	· Used folders, binders, and #10 and manila envelopes are saved and recycled
	· Items are saved and reused when possible (information signs, tablecloths, balloons, decorations)

Department
Magale Library
Explanation of cost containment measure

Magale Library works continuously to be cost and environmentally conscious. From recycling to working with consortia for competitive resource pricing, Magale's staff work to maximize the library's resources to best serve the SAU students, faculty, and staff. Below are cost containment efforts undertaken during the 2012-2013 academic year.

The Magale Library staff have:

- Become more conscious of leaving lights on in our building when areas are not being used
- Began powering-down computers and other equipment when not being used for extended periods of time
- Began only powering-up student computers as needed, rather powering-up and allowing them run idle
- Began working with Information Technology Services to roll-out more energy and cost-effective computer workstations for student research areas

- Become more conscious of print jobs (brochures, guides, handouts, etc.), and use electronic versions in order to save paper and toner
- Began strategic plan to provide the most effective and cost-efficient resources for researchers' needs
- Select most efficient shipping options for orders (bulk delivery, standard shipping instead of next-day delivery)
- Reused shipping materials, folders, binders, decorations, promotional displays, etc.
- Used discarded paper for office note paper

Timeframe

Most changes have taken place immediately.

Department

Communications Center

Explanation of cost containment measure

SAU Communications Center

Video Production – July 2012 through June 2013

- Faculty Feature – August 17, 2012 – for Faculty year-end meeting - \$1,500
- Departmental Promo – September 6, 2012 – SAU Biology - \$1,500
- Community Involvement Feature – September 11, 2012 – Biology at Cemetery - \$1,000
- Community Involvement – September 13, 2012 – Muleriders in Magnolia - \$1,000
- Event Feature – September 14, 2012 – Mulerider FB pep rally - \$500
- Event Feature – September 24, 2012 – Family Day - \$750
- Campus Feature – October 4, 2012 – President's Ambassadors - \$500
- Academic Feature – October 11, 2012 – Innovative teaching in COB - \$500
- Event Feature – October 16, 2012 – Midnight Madness - \$500
- Campus Feature – October 25, 2012 – Mulerider Style - \$3,000
- Event Feature – October 30, 2012 – Homecoming - \$750
- Commercial Production – November 20, 2012 – MAT alum in Texarkana - \$1,500
- Commercial Production – November 27, 2012 – Complete College Experience - \$1,500
- Event Feature – December 7, 2012 – Silent Night - \$750
- Departmental Promo – January 11, 2013 – Biochemistry, Chem, Phys - \$1,500
- Event Feature – January 30, 2013 – Agriculture Center Dedication - \$500
- Staff Feature – February 22, 2013 – for annual staff breakfast - \$2,000
- Campus Feature – February 28, 2013 – Harlem Shake - \$1,000
- Campus Feature – March 13, 2013 – Molly B memorial - \$500
- Staff Feature – April 5, 2013 – tribute to J Courson - \$750
- Faculty Feature – April 15, 2013 – tribute to Mary Armwood - \$750
- SAU Nursing Alumni Feature – April 23, 2013 - \$1,000
- Athletic Recruiting Video – May 6, 2013 – Men's basketball - \$5100
- Athletic Event Feature – May 9, 2013 – SAU GAC baseball championship - \$1,000
- Housing Features (3) – May 13, 2013 – Housing Ambassadors - \$750
- Mulerider Freshman Spotlights (3) - \$750
- Foundation Feature – June 26, 2013 – Whitley Up - \$2,500

TOTAL COST CONTAINMENT of \$28,750

from a total of 31 videos produced in-house by the SAU Communications Center.

Estimated cost savings

\$28,750

Timeframe

July 1, 2012 - June 30, 2013