

# **IMPROVE EFFICIENCIES**

## **Top Priorities**

1. Evaluate all positions for effectiveness and if it is more cost-effective to contract out the position, that should be done. If it is more efficient to do as an employee, that should be done. See #6 on Decrease Expenses.
2. Technology training for all staff — standard programs.
3. Consider efficient scheduling of meetings such as 2 days a week or time blocking at the beginning or end of day.
4. Evaluate current internal meetings for purpose, desired outcome, and most effective way to communicate: in-person meeting, Zoom, Google Share document, or email.
5. Continue work on a solar powered campus.
6. Energy efficiency — See #1 on Decrease Expenses.
7. Stop using paper-driven processes.
8. Review each program for cost vs. expenses, attrition, value, ROI, employment rate, transfer rate, and political reality.
9. Continue and increase partnering with colleges for host provider shared support/services.
10. Create Procurement Officer position. Improve efficiency in how we order supplies, equipment, etc. Establish, evaluate, and communicate the ordering process — See #11 on Decrease Expenses.
11. Total facilities study on efficiency and use of space. Condense the use of buildings where appropriate.

## **Priorities to Consider**

12. Evaluate/negotiate with union any position vacated due to attrition — happening now — continue.
13. Look at the feasibility of partnering with another college or colleges for shared support/services in the areas of IT, Reporting, Financial Aid processing, etc. Could be a revenue generator for BMCC if we were the lead institution in providing these services.
14. Improve the process; every employee has an annual performance evaluation and has current goals and a professional development plan.
15. Review the performance and numbers for each department and establish budget guidelines
16. HR training for all that manage and supervise staff.
17. Shared budgeting process with training to identify department/staff training to improve efficiencies.
18. Identify our common purpose and work together.
19. Reduce and remove overlap between departments; need to be more efficient.
20. Promote increased work study opportunities throughout the college. Both students and BMCC would benefit. See Decrease Expenses #20 Priorities to Consider.
21. Improve Zoom and encourage Zoom In-Service and staff trainings participation. Resolve issues around Zoom training and recording by investing in better sound systems so information can be heard by those participating live and listening to the recording.