Improve Efficiencies

No	Item	Notes
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.	Ongoing
2	Technology training for all staff — standard programs.	In process in Office of Instruction
3	Consider efficient scheduling of meetings such as 2 days a week or time blocking at the beginning or end of day.	Referring to CCC for discussion
4	Evaluate current internal meetings for purpose, desired outcome, and most effective way to communicate: in-person meeting, Zoom, Google Share document, or email.	Referring to CCC for discussion
5	Continue work on a solar powered campus.	Facilities looking into feasibility, ROI
6	Energy efficiency — See #1 on Decrease Expenses.	In progress. It is estimated that the college could save about $200 per day if we put all the buldings in unoccupied mode for 4 more hours a day. We do know that the closing of the pool has saved $60,711.56 in utilitiy costs.
7	Stop using paper-driven processes.	Now using DocuSign to improve workflows and avoid printing
8	Review each program for cost vs. expenses, attrition, value, ROI, employment rate, transfer rate, and political reality.	In progress: Academic and Non-academic program review processes in place.
9	Continue and increase partnering with colleges for host provider shared support/services.	In progress
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.	Looking into the Association of Educational Purchasing Agencies for possible savings
11	Total facilities study on efficiency and use of space. Condense the use of buildings where appropriate.	Facilities and OI are working to condense building usage. Classes have been moved this fall to allow for unoccupied buildings to be closed and put into unoccupied mode earlier than in the past.
	Priorities to Consider	

12	Evaluate/negotiate with union any position vacated due to attrition — happening now — continue.	Ongoing in OI
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.	In Progress; Researching a Shared Services model for Financial Aid processing with OCCC. BMCC as provider of services.

14	Improve the process; every employee has an annual performance evaluation and has current goals and a professional development plan.	HR is researching this
15	Review the performance and numbers for each department and establish budget guidelines	Asking for clarification
16	HR training for all that manage and supervise staff.	HR is discussing this and working to develop trainings
17	Shared budgeting process with training to identify department/staff training to improve efficiencies.	In progress. Budget kick-off meeting for budget managers planned for Nov. 30, with Lunch & Learn sessions in December (dates TBA) on how to read/manage budgets. Additional discussions to occur in IRC.
18	Identify our common purpose and work together.	In place. The 2015-2020 Strategic Plan and Core Themes serve this purpose. Annual departmental planning is intended to keep us aligned with our common purpose.
19	Reduce and remove overlap between departments; need to be more efficient.	In progress in OI
20	Promote increased workstudy opportunities throughout the college. Both students and BMCC would benefit. See Decrease Expenses #20 Priorities to Consider.	In progress. Federal Work Study is an annual budget determined by the Department of Education and awarded to students eligible for financial aid. Student employment (paid for by BMCC) is also an annual budgeted line item managed by Financial Aid. Efforts to increase awareness, site supervisor training, and meaningful work experience for students are being reviewed for improvement.
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.	In progress: Recent example of this is the ERP Project with team members participating via Zoom in M-206 vs being on-site if possible.

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Status
Complete

✓

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✓