



**TO: Mr. Tim Jones
Florida Board of Governors**

FROM: Frank Brogan, President

SUBJECT: Operational Efficiencies

DATE: November 7, 2007

As you requested and we had prepared for the BOG meeting last month, below you will find a few operational efficiencies we have implemented at FAU as a result of the budget reductions.

If you need further information, please do not hesitate to contact me.

- Course Management: Increased course section sizes to match capacity of the classroom, thus permitting smaller sections of multiple-section courses to be eliminated while still meeting student enrollment demand.
- Distance Learning: Increased the number of course sections originating in a single location with synchronous enrollment at multiple campus sites. This eliminates multiple section offerings, faculty assignments, and travel costs.
- Funding Sources: Moved staff to auxiliary and fee-funded positions in order to reduce expenditures of state E&G funds.
- Energy Savings: Began implementation of energy savings contract to manage and conserve energy usage on all campuses. Much of this involves retrofitting light bulbs. This is in addition to raising the thermostats.
- E-Commerce: Conduct all aspects of electronic operations, such as ordering of office supplies, vendor payments, employment postings and applications, course registrations, transcripts, grades, admissions applications, and tuition and fee payments.
- Delinquent Payment Collection Agency Contracts: contracts to increase cash collections of overdue accounts at minimal cost.
- Purchasing Card (P-Card): We are experiencing savings through ease of transactions, point of sale discounts, reduced processing costs, and accountability.
- FICA Alternative Plan: This program achieves FICA payment savings while providing a retirement program to part-time OPS employees.
- Restricted travel: Travel must be approved by the Vice President or Dean.

Office of the President

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