

MEMORANDUM TO: Al Sevigny, Chair  
Little Big Audit Committee

FROM: President's Council

RE: Second LBA Committee Report

The President's Council has reviewed the second report submitted by the CCRI Little Big Audit Committee and has taken the following action:

*59: Provide funding over the next several years to paint the walls of the Knight Campus:*

The Council agreed that the walls should be painted. There is no money for a comprehensive painting now, but this project is included as part of the next bond issue for the Knight Campus. In the meantime, an effort will be made to improve/paint where we can in a piecemeal fashion as funds are available.

*63: Open a reception desk at the Knight Campus to be manned by students:*

There was general agreement that there needs to be some type of reception desk on the second floor in Warwick, but there was reluctance to rely solely on student help to man the operation. Instead the college will look into establishing a combination switchboard call center/security desk on the second floor. To improve directional information, Jim Kirby, Information Technology, is looking to building office locators and directions in a kiosk.

*70: Eliminate paper grade sheets:*

All grades will be submitted via web starting with fall 2003 semester. President Sepe has asked that reminders be sent to all full time and part time faculty.

*73: Install automatic doors.*

This will not be a high priority for the Council.

*79. Give students one catalog and charge \$1.00 for each additional copy.*

This recommendation will be referred to the Enrollment Management Committee for further consideration .

*#81: Develop an internal quality assessment program for non-academic departments.*

This suggestion will be incorporated into the college's strategic planning process. The Banner project needs to ensure that appropriate data will be made available. Vice President Henderson will ask the Banner chairs to report to the Council on how the system will handle these kinds of requests. They will report on how the new program will enable the college to management the institution. The assessment would include personnel evaluation and performance outcomes.

#83 *Acquire credit card to cover athletic travel costs.*

This recommendation is in the process of being implemented.

#76 *Charge facility use fees for athletic camps*

Vice President Henderson reported that the Controller's office is meeting with the Director of Athletics to develop a recommendation that will be brought back to Council.

#77 *Change the cutoff for full time tuition rate from 19 t 16 credits.*

The Council decided to hold off consideration of this idea until the situation necessitates moving entirely to a per credit fee system since not all programs require the same number of credits and some students in health programs may be unfairly penalized.

#82 *Implement automated payment process for agency fund operations.*

This recommendation will be held pending Banner implementation. That system has this feature.

#52 *Reduce tuition fees for summer by 50 percent.*

Council does not favor this recommendation.

#65 *Teach more classes as mass lectures.*

Vice President Sherman will talk to Deans Woodberry and McGarry about exploring the feasibility of offering larger lecture sections in certain areas. This recommendation will also be sent to the Enrollment Management Committee for consideration.

#75 *Cross train academic clerical individuals to assist with student services at peak times.*

This will be studied as part of a larger productivity study.

#84 *Centralize grounds keeping crews at the Knight Campus.*

Vice President Henderson will consider this recommendation with others relating to maintenance.

#51 *Send postcard reminder instead of course schedules to students.*

This will be referred to the Enrollment Management Committee for consideration.

#55 *Create a curriculum for a Teacher's Aid Certificate.*

Vice President Sherman will get a clarification of the need for this (or lack of) from the Department of Human Services.

#57 *Post student book loan fund directly on student account.*

The feasibility of this recommendation will be considered after Banner is implemented.

- #58 *Give money generated through the Dental Hygiene Clinic to the program.*  
The clinic receives operational funds as part of the normal budgeting process. If it is not sufficient, it should request additional funds rather than diverting clinic fees from the general fund.
- #61 *Charge a parking fee to all employees.*  
Council is not in favor of this suggestion.
- #62 *Turn off lights in the parking area after normal working areas.*  
Lights are already supposed to be on automatic timers. The schedule will be verified and reviewed.
- #64 *Give directors a bonus if they save 5% of their departmental budget.*  
A modification of this suggestion that would give money to the department for something like travel may be considered as part of efficiency/effectiveness initiatives.
- #67 *Consolidate 5 day workweek into a 4 day week during the summer.*  
The Council does not favor this recommendation.
- #68 *Close after Thanksgiving and week after Christmas.*  
The Council identified problems with mandating specific days off that would have to come out of vacation time.
- #69 *Increase medical waiver payment to employees who waive double coverage.*  
LBA noted that the suggestion will not save any money.