

<u>Category</u>	<u>Priority</u>	<u>Recommendations for Expenditure Reductions/Revenue Growth</u>	<u>Discussion/Considerations</u>	<u>Estimated Savings</u>	<u>Strategic Goal</u>	<u>Champion</u>
Resources	1	Temporarily Reduce Operating Reserve	<p>Given the uncertainty of the revenue projections and the fact that clarity will likely not come until later in the summer due to tax filing extensions</p> <p>the Board of Trustees consider temporarily relaxing the 20% mandated Operating Reserve ratio for the next two years (not to exceed 15% of the current operating budget) in order to provide the governance councils time to thoroughly research these recommendations and associated cost saving measures.</p>	\$2,500,000		Board through Superintendent
Benefits	1	Examine Savings available via the golden handshake	<p>Long term strategy. Due to upfront cost, this initiative will probably not result in immediate savings. Survey has gone out to faculty to determine interest. Note that we have been hiring many faculty who have considerable experience, and bringing said faculty in at fairly high steps (mid-level) which reduces the fiscal benefits of this program. So, part of the analysis may involve modeling realistic hires, or following a policy of hiring at the lowest steps moving forward - or perhaps not replacing if manageable.</p>			Lyle, Linda
Benefits	1	Recognize reductions in CalPERS and CalSTRS rates for FY20-21	<p>Based upon Governor's May Revise, rates will drop to 20.70% (from 22.67%) and 16.15% (from 17.10%) respectively</p>	\$666,000		Business Office
Discretionary	1	Decrease overtime	<p>Eliminate overtime for employees unless justified in writing by the supervisor and approved by the area VP. Do immediately. No major impact on services.</p>			Department Heads
Discretionary	1	Cut ALL travel that is not absolutely vital (to be defined)	<p>Vital travel should be approved by the President to ensure the standard is being met.</p>	\$65,000		Linda
Discretionary	1	Generate a new report on current savings from the campus-wide shutdown	<p>Look at April and extrapolate</p>	\$190,000		Facilities
Discretionary	1	Explore efficiency in utility usage				

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Discretionary	1	Force cuts to the M&O budget by a % or \$ amount to be determined in partnership with the Controller	The fact that people are not on campus will likely result in savings in this area. Savings already accounted for in FY20-21 tentative budget.	\$0		Joseph
Discretionary	1	Reduce building cleaning costs by keeping more employees working from home & utilize only 2-3 buildings on campus. Close all others.	Deep cleaning and disinfecting required ongoing. Stripping and waxing. Cleaning hard-to-reach areas while campus is vacant. Maintaining due diligence.	\$0		Marco
Discretionary	1	Use motion sensor lights in building to reduce the cost of electricity	When custodians are finished cleaning, turn the lights off. Reduce the amount of refrigerators (\$80/yr) and space heaters throughout the campus.	\$4,000		Facilities
Discretionary	1	Reduce maintenance agreements	\$500k increase from FY17-18 to FY18-19. Look at contract terms and opportunities for renegotiation.	\$250,000		Technology Development Council
Discretionary	1	Disallow food expenditures	\$46k in prior year	\$46,000		Linda
Discretionary	1	Reduce legal expenses	Excuse legal from personally attending every Board meeting, or at least the Board Development meetings. Will save 6-10 hours/month. \$295/hr = up to \$36k	\$36,000		Linda
			Labor, overtime, materials, supplies need to be considered. Our costs are much more than what we receive for events.			Administrative Services Council
Revenue Resources	1	Review facility rental pricing				
	1	Consider transfers from Other Unrestricted Funds	Transfer Utility Rebates from Capital Outlay Fund 44	\$100,000		Linda
Discretionary	2	Remove all personal heaters , refrigerators, and other energy eating devices that are not suitable for an office setting.	We provide break areas throughout the campus.	\$5,000		Administrative Services Council
Discretionary	2	Remove all bottled water (5 gallon jugs and dispensers) from all campuses				Administrative Services Council
Discretionary	2	Review budgets for the past three years and see what budgets were not used until the last month and cut the budgets by that amount.				Business Office
Discretionary	2	Reduce copier and printing expenses. Digitize signatures, payroll, invoicing - everything possible	Workflow Task Force subcommittee. Adobe Sign to be launched imminently. Review existing lease agreement.ea			

Category

Priority

Recommendations for Expenditure
Reductions/Revenue Growth

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Personnel	5	Implement furlough days for all employees				HR through Collective Bargaining
Personnel	5	Increase split positions to keep as many employees as possible				Belen
Personnel	5	Enact emergency clause and pre-empt CBAs	Allows the district more options to transfer job duties, re-assign employees, adjust working conditions, without having to negotiate. Cannot preempt reducing the reserve.			HR through Collective Bargaining
			Total Projected Savings:	\$9,870,000		