

	Comments	Area	Purpose/Outcome	Cabinet Action and Responsible	Final Decision/Action Taken
1.	Add showers to the fitness lab to make it more attractive for people to use.	Fitness Lab	Income Generation	Responsible: Director of Facilities. The Director of Facilities has discussed the need with Fitness Lab leadership. The college is looking at potential options for FY16 funding.	Options were explored but they require relocation of assigned programs currently located in adjacent space that would be used for showers. In late FY17, when the new Health Science Addition provides the campus with additional capacity, reallocating space for showers in the Fitness Lab will be considered.
2.	Extend fitness center hours so that more staff/faculty can take advantage. I would pay for a membership for sure if there were evening hours and I'm 100% sure other staff members would too.	Fitness Lab	Income Generation	Responsible: VP of Academic and Student Affairs. More information is needed to make decision and can be obtained from potential users of the center as well as the cost of extending hours.	Will be reviewed during Fall semester.
3.	Increase the hours of the fitness center so that employees can go after work.	Fitness Lab	Income Generation	Responsible: Director of Facilities. Facility maintenance staff coverage will be provided if is determined to be feasible by the academic department to extend the hours of required fitness center staffing.	Budgeting constraints did not support extending facility operating hours for FY16.
4.	Partner with local companies to offer classes like Zumba, Cross fit, yoga, kick boxing, etc.	Fitness Lab	Income Generation	Responsible: VP of Academic and Student Affairs. Exploration of this idea will be connected to suggestion #2.	Will be reviewed during Fall semester.
5.	Allow graduates of the personal training program to rent space for individual personal training sessions.	Fitness Lab	Income Generation	Responsible: VP of Academic and Student Affairs. Need to explore if there are statutory or other policies that address this possibility. Can be explored along with #2, 4.	Will be reviewed during Fall semester.
6.	Open the parking ramp for events; charge a flat rate of \$20 for large events at the Excel Center.	Facilities	Income Generation	Responsible: Director of Facilities. The College currently markets the parking ramp and adjacent lots for external events such as the Red Bull Crashed Ice, Xcel and other local events and businesses. Parking lots are currently available for Excel Center parking events (at less than \$5/event). The feasibility of event parking will continue to be explored.	Arrangements have been made to increase campus revenue by provide parking support for Xcel Center events. Arrangements have been negotiated based on market driven rates. The college will continue to proactively provide for special event and neighborhood parking needs as a means to increase campus revenue.
7.	The college should rent out our 3D printers to interested businesses via customized training.	Facilities / equipment rental	Income Generation	Responsible: VP of Academic and Student Affairs. Workforce Training and Continuing Education can assess feasibility and impact on current academic needs.	Feasibility to be reviewed after January 2016.

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8.	Market the catering services and banquet space more directly in the community.	Facilities	Income Generation	Responsible: VP of Finance. We will look for ways to expand the catering services.	Marketing material/blog has been distributed to Saint Paul Chamber of Commerce and Visit Saint Paul. Material will be submitted to additional community partners as those partners are identified.
9.	The classes that create final products like the art and photography and wood shop classes could try auctioning or selling their works. Graphic Arts and other, similar service departments could establish partnerships to work on projects for local businesses and communities who would pay for the finished product such as a new company web site, logo, sign, etc. and this could be part of the class curriculum that would allow the students to work in their field as they study.	Marketing/ Promotion of goods and services	Income Generation	Responsible: VP of Academic and Student Affairs. Need to explore if there are statutory or other policies that address this possibility.	Will be reviewed during Fall semester.
10.	This might also draw in more folks to the college from the businesses nearby. Our coffee shop is fantastic but how many people other than students and staff come in to get our coffee? How many people know we even have a restaurant? Students and staff could hand out flyers to the surrounding area businesses. This could also be something that we do for the cosmetology/esthetician area. How many people know that we offer such great prices on services, such as massage, etc?	Marketing/ Promotion of goods and services	Income Generation	Responsible: VP of Finance and VP of Academic and Student Affairs. See Suggestion #9.	Marketing material/blog has been distributed to Saint Paul Chamber of Commerce and Visit Saint Paul. Material will be submitted to additional community partners as those partners are identified.  The expansion of offering services in programs such as cosmetology, massage therapy, physical fitness creates a significant liability to the College which makes offering the services unfeasible. The priority in offering these services is to augment the learning for students.
11.	Expand high demand programs such as phlebotomy.	Programs	Income Generation	Responsible: VP of Academic and Student Affairs. Fall 2015 two sections of Phlebotomy may be offered. Spring 2016 additional section of Sheet Metal will be offered. Fall 2015, the College will expand Diesel Truck Technician Program.	A second section of Phlebotomy is being offered for fall 2015 semester. Additional sections of high demand classes will be opened, as needed in the fall 2015 semester. This plan is still in place. Enrollment in phlebotomy is slower than expected at present.

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12.	Similar to Hennepin Tech, start a partnership to offer Nursing Assistant to high school students through PSEO or other partnership.	Programs	Income Generation	Responsible: VP of Academic and Student Affairs. A section of CNA is currently being offered off campus, Washington Magnet High School; College doubled the PSEO enrollment from 100 (in 2014) students to over 200 students in 2015. Fall 2015, The College will offer one section of PN program at MCTC.	Continue with current partnership offerings.
13.	Do a better job of marketing available services to the greater community/public; right now, I *think* the general public can take advantage of things like haircuts, facials, etc. but I don't recall EVER seeing any advertising about it other than the internal emails staff get about specials. Could extend this to massage, personal training, etc.	Marketing	Process/ Planning Income Generation	Responsible: VP of Academic and Student Affairs. See suggestion #9.	Will be reviewed during Fall semester.
14.	Proper marketing for 2nd half 8-week courses. Departmentally, I have discussed offering additional classes during the 2nd half of Spring semester but my concern is how those classes will be marketed and if students will know they can register. This has a potential to directly impact our Actual FYEs but so far SPC hasn't marketed this very well. Currently there are 96 - 2nd half Spring semester courses on the schedule with only 5 at capacity/full.	Marketing	Process/ Planning Income Generation	Responsible: VP of Academic and Student Affairs. The vast majority of classes that currently begin during the second half of the semester are program-specific sequential courses. The expansion of liberal arts courses into a half semester model will continue and efforts at better promotion will continue.	Additional communication will be added to the website and information shared with advisors to help students understand course options.
15.	Admit international students to the college in order to increase enrollment, bring more revenue to the college, and foster connections to our global community.	Enrollment	Process/ Planning Income Generation	Responsible: VP of Academic and Student Affairs. The College is investigating possible partnerships with colleges that issue Educational visas to international students.	Due to the cost of administrative personnel, the College is not enrolling international students. It continues to investigate partnerships with other local colleges.
16.	Charge employers for participating in job fairs.	Programs/ Activities	Investigate/ Access	Responsible: VP of Academic and Student Affairs. The College did, at one time, charge employers to participate in job fairs. Unfortunately this was done with little success and the decision was made to stop charging a tabling fee. This change resulted in better participation from employers and greater opportunity for students to gain exposure to employers.	Because of the past negative impact of charging employers to participate in job fairs, it was determined that it is in the best interest of students to continue to host visiting potential graduating student employers at no cost.
17.	Look at our water used with the sprinkler system, we often water right after it has rained. We also water the sidewalk, which is a complete waste of resources!	Facilities/ Maintenance	Efficiencies/Savings	Responsible: Director of Facilities. Sprinkler heads and rain sensors will be adjusted. Prevailing wind gusts will sometimes affect the areas of intended coverage.	Sprinkler heads, where needed, were recalibrated.

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18.	Have programs like culinary, massage, esthetics create special anniversary, birthday, valentine's day packages. Such as "spa day for her" or couples massage and wine tasting.	Facilities	Income Generation	Responsible: VP of Academic and Student Affairs. See suggestion # 9.	Will be reviewed during Fall semester.
19.	Take down all existing bathroom doors and that will eliminate the need for the towelettes beside the bathroom doors. Doing this will eliminate 1) the need to maintain the doors, 2) a source of germ spread and 3) the cost of supplying, refilling and maintaining the towelettes and dispensers.	Facilities	Efficiencies/Savings	Responsible: Director of Facilities. Restroom doors have been removed from those areas where necessary privacy and sanitation are not compromised. Discontinuing the use of towelettes and review of further door modifications will be discussed with the college's Facilities Committee.	Discussion with the SPC Facilities Committee did not support modifying existing door functions or discontinuing use of sanitary tissues at this time.
20.	I would like to see SPC add solar panels to its campus, both from a green perspective and from a cost-saving one. Also, the Culinary Arts program could establish a garden plot that would provide some of the department's herbs, fruits and vegetables and teach a hands-on approach to farm-to-table.	Facilities	Efficiencies/Savings	Responsible: Director of Facilities. Solar Plans are proposed for New Building. Roof mounted Solar Collectors are proposed for the new Health/Science Building addition. The college is currently exploring other alternative energy arrangements.	The college is planning on roof mounted solar collectors when the new Health Science Building addition is funded. The college is also, continuing to explore the feasibility of a potential solar farm partnership as well as considering use of other arrangements for using alternative forms of energy.
21.	Perhaps we should take a more holistic view before implementing campus technology, particularly department or course-specific requests. We need to look at the immediate cost, as well as the usually more expensive long-term costs to the College. We should weight the impact and use of this equipment, analyze the benefits and all costs, then, make an informed decision as to whether or not we should proceed. This can be achieved through formal request submissions and a review and recommendation by a designated committee. This is very similar to the work being doing by Group 5 as a part of the Extended Management project.	Equipment	Process/Planning	Responsible: Chief Information Technology. IT Plan Committee. To accommodate all the points and issues raised in this comment, we have developed an "IT Project" form that is posted on the College Intranet at <a href="http://intranet.saintpaul.edu/webforms/SitePages/ITProject.aspx">http://intranet.saintpaul.edu/webforms/SitePages/ITProject.aspx</a> . This form will be used from here on for all "IT Project" requests.	To accommodate all the points and issues raised in this comment, we have developed an "IT Project" form that is posted on the College Intranet at <a href="http://intranet.saintpaul.edu/webforms/SitePages/ITProject.aspx">http://intranet.saintpaul.edu/webforms/SitePages/ITProject.aspx</a> . This form will be used from here on for all "IT Project" requests. These requests will be presented to the Technology Committee for its review after discussing project need and request with the department chair and the dean. The Committee will approve or disapprove each IT Project request.
22.	Look at services such as landscaping. Is there a way to pair with one of the schools that has a landscape architecture program to reduce our costs in this area?	Facilities/ Maintenance	Investigate/Assess	Responsible: Director of Facilities. The feasibility of such an arrangement will be explored and discussed with the college's Facilities Committee.	The item was discussed with the SPC Facilities Committee. Based on past experience, landscaping needs beyond those handled by existing campus staff are very limited. However, as needs change, this suggestion will remain a consideration in decision making.

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23.	As far as cutting costs goes, SPC might consider outsourcing building maintenance, Public Safety/Security, and IT, eliminating administrative, faculty and staff travel, delaying filling vacant positions, looking into ways to streamline purchases across MNSCU campuses, renting unused classroom space, closing the college one additional day a week, evaluating student services for streamlining staff and for superfluous offerings and requiring a 3-5% budget cut from every department.	Facilities/ Maintenance	Investigate	Responsible: VP of Finance, Chief Human Resource Officer. Each vacant position is reviewed prior to posting to determine if we can delay filling the position or eliminate it total. Job functions are also examined. The college has saved over \$500K this year due to vacancies. The College currently rents unused facilities to Metro State University, Saint Paul Public School’s Summer recovery program, additional revenue generation via holding meetings and catering events on campus. The College currently uses a variety of modes to address maintenance and IT needs – including contracting with local vendors. In some cases, contractual issues would preclude the College from outsourcing multiple functions. However, specialized maintenance services are contracted for with private vendors through publically bid master service contracts.	Continue to review all vacant positions to determine if we can delay filling the position or eliminate it in total. The college has saved over \$500K this year due to vacancies. The College currently rents unused facilities to Metro State University, Saint Paul Public School’s Summer recovery program, additional revenue generation via holding meetings and catering events on campus. The College currently uses a variety of modes to address maintenance and IT needs – including contracting with local vendors. In some cases, contractual issues would preclude the College from outsourcing multiple functions. However, specialized maintenance services are contracted for with private vendors through publically bid master service contracts.
24.	We do an awful lot of painting on campus of things that are in fine shape.	Facilities	Investigate/Assess	Responsible: Director of Facilities. Many high traffic areas subject to unusual “wear and tear” require frequent painting in order to maintain a “fine” appearance. Review of the resources needed to maintain painting needs will be reassessed.	We will investigate the adequacy of the level of maintenance of College facilities and personnel needed to maintain College facilities.
25.	Allow departments to do direct marketing for their programs.	Marketing	Investigate/Assess	Responsible: VP of Academic and Student Affairs. Consistent branding is vital to a cohesive institutional message. The Marketing Department plays a multi-faceted role in working with departments—service, consultation, and oversight. This will be a priority review item with incoming Director of Marketing.	Director of Marketing will be visiting with each division during inservice.

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26.	<p>I would like to see a revamp in the hot food area of the Cafe to offer more choices of general American everyday cuisine. Hot food should be offered beyond 1pm also and change daily with a menu. We should offer items like lasagna, meatloaf, enchiladas, stew, hot dishes, and tacos. Instead of having first-year culinary students decide, poll the students, staff and faculty as to what food they'd like to see offered in the food area. I have eaten the food in the hot food line and simple items are sometimes made strange (such as heavily spicing stuffing/ dressing). The emphasis seems to be more about allowing the students to decide what to make, than on the potential paying customer. It seems to me that offering more HOT American standard restaurant fare gives our students a hand-on way to learn to make items they may use in a restaurant and thereby may makes our students more employable.</p> <p>Unfortunately, I no longer eat in the hot food line because I am afraid of how the food will taste due to several bad experiences. I know many other staff and students who feel the same way as I do about the hot food. I truly believe this is an underutilized area in our College. I am not an expert in this area but it seems kind like a no-brainer. It should not require any additional food costs either to just change the type of food offered. This could be promoted by sending out a weekly broadcast email with the menu choices for the upcoming week so folks could plan accordingly. I know for one I would spend much more money in the cafeteria.</p>	Cafeteria	Investigate/Assess	Responsible: VP of Finance, Director of Food Service.	<p>The food offered in the hot food line is determined by what the Culinary Program's training needs. We will look for ways to improve the offerings and quality. We will examine the feasibility of providing a weekly meal plan option. Survey is being developed. Survey will be sent to students and employees. Survey results will assist in guiding the changes to menu and service.</p>
27.	<p>Offer better quality food, and more variety in the cafeteria. Instead of spending my money on Jimmy John's or going out for lunch, I'd be more willing to buy from the cafeteria if, for example, the burgers were a higher quality (especially if they were handmade) or they offered grilled cheese throughout the year instead of just during the slow summer term.</p>	Cafeteria	Investigate/Assess	Responsible: VP of Finance, Director of Food Service.	See response to item #26.

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28.	Ask for voluntary layoffs where possible	Employee	Investigate/Assess	Responsible: Chief Human Resource Officer. If layoffs must be explored, the contracts provide a mechanism for voluntary layoffs.	No action at this time. If layoffs must be explored, the contracts provide a mechanism for voluntary layoffs.
29.	Two additional ideas to reduce costs would be to ask if any employees might be willing to volunteer to reduce their hours and to offer early retirement.	Employee	Investigate/Assess	Responsible: Chief Human Resource Officer. Voluntary Salary Savings may be available in select areas after weighing the impact and savings of reducing service levels	Under investigation
30.	Hiring freeze; while we are running lean on staff/faculty already, it may be wise to postpone filling vacant positions. The college could look at other incentives for existing faculty/staff willing to take on additional duties.	Employee	Investigate/Assess	Responsible: All members of Cabinet. The College has had 36 positions vacant of the course of the past FT. Currently 13 positions are unfilled.	The College continues to evaluate all current vacant positions along with positions that become vacant due to transitions or retirement.
31.	I teach at two MnSCU schools. It would be great if there was an opportunity to fill instructor's credits if courses are cancelled - but, through the system - not the instructor searching for the other schools. Especially if the courses are the same. I know that is a MnSCU initiative - aligning courses more consistently across schools. I cannot wait until my Accounting courses at SPC are more similar to Century's. I would be willing to teach a mega course - combine two online courses between the two campuses!	Employee	Investigate/Assess	Responsible: Chief Human Resource Officer. MnSCU is exploring mechanisms where part-time/adjunct faculty would be able to apply for all open courses across the system.	Not available at this time. It is an initiative that needs to be developed at the MnSCU system level.
32.	Hold Faculty advisors accountable for communicating with students in a timely fashion and recruiting for their programs.	Employee	Efficiencies/Savings	Responsible: VP of Academic and Student Affairs. Review of advising and its effectiveness will continue to be a priority topic for the institution.	On agenda for division meetings during inservice. Faculty have increased their activity in promoting their classes and programs. Also, a new working group has been established to further review the role of advising in student success and determine how to integrate findings into the way the College does business.
33.	The first comes from my son's high school college readiness professional: High school students may believe getting a four-year degree is a great plan for "life". However, their passion may be using their hands and a technical career. Why not market our trade programs to 4-year colleges? The two educations would make the student incredibly marketable and would be more likely to be successful in SPC programs. This happens to be what my son plans to do.	Programs	Process/Planning	Responsible: VP of Academic and Student Affairs. The Culinary Department, in partnership with the University of Minnesota, has launched a possible model (see Culinary web page) for replication with University partners. This will be on the agenda of discussions with University partners. Moreover, the College currently has articulation agreements in place that allow students to complete four year degrees, starting out at the College in technical education programs.	Pairing the two and four year educational paths will be topic of conversation with universities in the coming year. The College continues to review possible advanced degree programs that would allow four year college graduates the opportunity to add certificates in applied programs to their theoretical classroom training.

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34.	I think the program could grow more rapidly if we had a Dean that could spend more time working specifically on our program. By having the trades & business programs, the time the Dean is able to dedicate to the business programs is diluted. I realize that this would cost more money in the short term, but I believe it would have a much larger payback in the long run.	Programs	Process/Planning	Responsible: VP of Academic and Student Affairs. This can be explored for feasibility.	With declining enrollments, not feasible at this time.
35.	I have worked with Dean(s) (current and past) on developing a Finance Certificate and a Finance AS degree, which is in process. Beyond these two programs, I have no sense of the strategic direction of our department. My suggestion would be to have each Dean develop a strategic plan and share that with the faculty in their division so there is buy-in and support.	Programs	Process/Planning	Responsible: VP of Academic and Student Affairs. This will be discussed with Academic Deans and with Department Chairs for effective departmental planning.	On division meeting agenda for fall inservice.