



*Office of the Chancellor*  
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## MEMORANDUM

TO: The Alamo Community Colleges Family

FROM: Dr. Bruce Leslie, Chancellor

DATE: October 29, 2008

SUBJECT: **Request to Reduce Travel Expenditures**

Last week, Governor Perry's office contacted public entities utilizing state funds for travel, requesting that they curtail travel and explore cost-saving measures. In response to his request, the Alamo Community Colleges are taking various actions towards decreasing costs and increasing efficiency. These include:

1. Implementing a Change Management Strategy to address internal audit recommendations and reduce costs;
2. Implementing organizational operational formulas to more transparently and effectively distribute resources across the colleges;
3. Implementing a Business Process Analysis process to improve procedures and reduce duplication, inefficiencies and costs;
4. Implementing technology, especially Banner, to improve operations and reduce manual operations;
5. Better managing our staff resources so that employees are well placed and effective at fulfilling their responsibilities;
6. Implementing energy efficiency strategies to reduce operating costs.

After discussing this matter with our President's, Vice Chancellor's, and Board of Trustees, it was decided to immediately adopt the following actions:

1. That in-state and out-of-state travel be administered according to the following principles:
  - a. Travel already approved through December 30, 2008 should be completed to avoid losing money for non-reimbursable expenses. Prior approvals after this date must be resubmitted for approval in accordance with these principles.

- b. Travel may be continued where necessary to fulfill our educational purpose, legal requirements, contracts and grants obligations, legislative responsibilities and individual employee leadership obligations, such as service as an officer in an organization.
  - c. Individuals receiving awards should be permitted to travel to the ceremony;
  - d. Unless required, travel to approved meetings be limited to one representative where possible except where more are required
  - e. Proposals to make presentations will be limited to in-state events unless the associated travel expenses are being paid by the agency/organization affiliated with the event.
  - f. The appropriate President or Vice Chancellor must approve in-state travel that adheres to the principles above and that the Chancellor approves all out-of state travel.
  - g. Overall, travel expenditures are to be reduced 20% by the end of the current fiscal year.
2. Although collective participation at meetings is a foundation of collegial engagement, local travel should be administered according to the following principles:
- a. We take advantage of our new VOIP phone system and hold conference calls whenever possible rather than requiring everyone to travel across the District to attend meetings;
  - b. We analyze the cost/benefit of installing PC based video conferencing software to augment the phone conferencing system in order to further reduce the need for travel to district-wide or district related meetings.

The Alamo Community Colleges will take immediate action in response to the governor's request and we ask for everyone's full support. If you have any questions, please contact your President or Vice Chancellor.

Thank you.