To: President's Cabinet

From: Kelly R. Damphousse

Subject: President's Cabinet Meeting
           April 6, 2023

Administrative Burdens

Mr. Pierce, Mr. Algoe, and Provost Bourgeois provided a status update on implementation initiatives resulting from recommendations submitted by the Administrative Burdens Task Force.

Procurement-Information Technology (IT). The Procurement-IT Implementation Team was charged on March 22, 2023, to familiarize itself with the procurement process, and:

1. Identify the reasons for the delays.
2. Gather specific examples that might be useful for triage/contemplation of solutions.
3. Benchmark our procurement process to peer institutions.
4. Identify process inefficiencies, redundancies, and gaps in services, and explore ways to address these issues.
5. Determine where more staff may be needed.
6. Based on the results of 1-5 above, develop a proposal for process/philosophical changes in procurement, including any additional actions necessary to mitigate the problems and provide visibility on the effects of the improvements once implemented.

The Task Force has been asked to provide a response to the President's Cabinet no later than May 10, 2023.

PCRs and Onboarding. On March 9, 2023, President's Cabinet approved short-term recommendations submitted by the PCR and Onboarding Implementation Team. Human Resources (HR) and Faculty & Academic Resources (FAR) were asked to proceed with moving faculty recruiting responsibilities and positions to HR immediately. They were asked to begin working closely together to jointly handle PCRs and associated tasks for the 2023 academic year onboarding cycle, and to develop a plan such that, no later than June 1, 2023, the responsibility and positions associated with PCR processing and onboarding be transferred to HR. The Director of Faculty and Academic Resources and an Administrative Assistant III position will remain in Academic Affairs to oversee faculty credentialing, tenure and promotion, development leaves, faculty honors, awards, and fellowships, visiting scholars, and the faculty handbook.

In support of their mid-term recommendations, the team was expanded to include key members from IT. They have been asked to return recommendations specifically related to streamlining and speeding up the onboarding process by May 8, 2023.

Accounts Payable. TXST expenditures are approaching $1B per year. Managing a high volume of invoices, which includes verifying that invoices are valid and that the goods and services were actually provided, is quite involved. The Division of Finance and Support Services is exploring automated three-way matching to speed up bill payment. Through an automated process, this process would cross-reference the invoice with its corresponding purchase order and a delivery

receipt to make sure all pertinent details match, and then automatically pay the invoice with no further human interaction needed.

Travel. The Cabinet has agreed to allow travel reimbursements covering only mileage, tolls, and parking to be processed by a trained/certified person in each major division or academic unit. This would reduce the overall volume coming to the Travel Office, thereby allowing staff to focus on more complicated reimbursements containing hotels, airfares, per diem, etc. "Mileage Only" reimbursements are generally low risk, low dollar amount travel reimbursements. Current software, however, does not allow for delegation of the approval process to the departments. The Travel Office is working with Concur to be able to set up approver roles at the department roles.

Key Access. Every academic building has card swipe access at least at one entrance point. Card swipe access for every interior and exterior door at TXST is not our goal. We aim for a targeted use of card swipes where they are advantageous.

Ingress Management Services (IMS) is in the process of upgrading their software so that we can allow faculty members/administrative assistants to control who can swipe doors with card swipes without going through IMS.

KeyWatcher boxes (key management systems - https://www.hoffman-co.com/kewatcher) are being placed in all buildings with high turnover and student needs.

IMS is prepositioning most keys for the Round Rock Campus in a Round Rock KeyWatcher box for faster distribution.

IMS has filled two of its three vacant positions and expects the third vacant position to be filled soon. With seven staff, implementing KeyWatcher boxes, and the planned change to card-swipe controls, the key shop will be able to meet the needs of the university in a timelier manner by this fall.

Staff Council
President Damphousse recapped topics that were discussed and issues raised during the March 21, 2023, meeting with Staff Council.

President's Academic Advisory Group (PAAG)
President Damphousse recapped topics discussed during the April 5, 2023, PAAG meeting.

President's Report
This item was not discussed.

New Business
This item was not discussed.

KRD:ta

Posted to web at http://cabinet.president.txstate.edu/ on May 4, 2023.