Division of Finance and Support Services
FY 09 Accomplishments and Disappointments

Accomplishments

Enhance our customer service focus by continuously reviewing our core processes and implementing new services.

Improved core processes

- The C7000 4 color digital press was fully operational at the start of FY 2009. This gives our on-campus customers a true 4 color digital format option for their departmental printing needs. Additionally we sold the old 2 color Heidelberg Press for $35,000 at auction and installed a new moved one of the black and white copiers from Copy Cats to RR 12. (Print and Mail Services)
- Procured the Ratex Retail POS system for the University Bookstore. Awarded the contract in September 2009 and are well into training. We will go-live with the system in June 2009. (University Bookstore)
- University Bookstore became the first university department to use off-site storage for its POS Server in order to comply with PCI Credit Card Compliance rules and regulations. (University Bookstore)
- Continued to add more bus routes to both Austin and local routes in an attempt to reduce waiting times for our students. (Auxiliary Services)
- Started cross training the supervisor at Copy Cats over at Print and Mail Services to assist those employees with the new digital printing equipment. (Copy Cats)
- Copy Cats received a new color copier to replace the one that had been in place for over 6 years. (Copy Cats)
- Fully implemented Budgeting by Position. (Budget Office)
- Implemented automated over-budget expenditure notifications and escalations. (Budget Office)
- Completed the second year of the laboratory inspection program by conducting inspections of each laboratory on a monthly basis. (EHS&RM)
- With the cooperation of the Deans and Chairs we are proud to report that for the second year in a row, chemical inventories have been completed in each laboratory on campus. (EHS&RM)
- Continued the Occupational Health and OSHA compliance programs by conducting daily visits to those areas where the highest number of personal injuries have occurred and providing consultations and training as needed to supervisors and the injured employees. (EHS&RM)
- Conducted fire safety training for staff and students (RA’s) of Residence Life at the beginning of each semester with the primary focus of providing instruction about emergency evacuation, emergency response and fire fighting procedures. This is year three of the program and it will continue to be an ongoing program. (EHS&RM)
- Coordinated with and assisted in the safety training for all of the custodians who work on campus. The training is ongoing and will continue to be provided each year. (EHS&RM)
• Continued with the Hazardous waste management and chemical handling training program for faculty, staff and students who work with and handle chemicals in a laboratory and industrial environment. Included in this program was Hazardous Communication (HAZCOM) training which was identified as a deficiency by the Audit and Compliance group. The training will be ongoing as new employees are hired. In addition 790 lab inspections were conducted in 2008 that focused on waste management issues. (EHS&RM)

• Continued with the Bio-Safety program for faculty, staff and students who work with biological agents. Included in the program was the development of an Exposure Control Plan for specific regulated activities and Blood Bourne pathogen training. Other components include the following:
  a. Created online training for Blood borne Pathogens
  b. Presentations for Blood borne Pathogens and blood spills in a classroom setting
  c. Development of an Institutional Bio-safety Committee
  d. Assisted Principal Investigators in the review of Control Plans for BSL-2
  e. Development of a Bio-safety Waste Management Program
  f. Installation of Sharps Containers in labs and areas where potential hazards may exist
  g. Advice on Decontamination and Disinfection
  h. Develop an Autoclave/Sterilization monitoring system (EHS&RM)

• Collected 10 tons of hazardous waste and 100 tons of Class 1 waste from 23 waste locations on campus for disposal at a permitted offsite facility. There were no accidents or spills during waste collection and transport. (EHS&RM)

• Expanded the Additional Duty Safety Officer (ADSO) program by adding more than 30 new ADSO’s, bringing the total to 110 and also conducting annual training for each. The ADSO’s serve as part of the safety network for the EHS&RM office to identify risks and potential safety issues in each of our buildings on campus. (EHS&RM)

• Continued with the Student Employee Safety Orientation training program for each student employee. 2100 student employees have completed the orientation program. The program is offered on the TRACS system and EHS&RM is working with Career Services and more recently Human Resources to maintain the program. The intent is that every student employee will complete this program within 30 days of employment. This is year three for this program. (EHS&RM)

• Revised the laboratory inspection program by conducting inspections of each laboratory on monthly basis. Labs with no deficiencies three months in a row will be changed to a quarterly schedule. There are currently 210 labs on campus and the primary focus of the audits is working with the faculty and staff to conduct chemical inventories and improve the management and housekeeping of each lab to meet the requirements of the OSHA Laboratory Safety Standard. This is the second year of 100% compliance for chemical inventories in our laboratories. We now have a chemical baseline with which to develop a waste minimization program to reduce our chemical waste cost for the future. (EHS&RM)

• Enhanced the Occupational Health and OSHA compliance programs by conducting daily visits to those areas where the highest number of personal injuries have occurred and providing consultations and training as needed to supervisors and the injured employees. (EHS&RM)
• Assumed responsibility of the following programs from Facilities Services: Asbestos, Indoor Air Quality, Mold and Lead. Three EHS&RM staff has all received the required training and are in the process of completing State Certification to enhance the level of service and also save on consulting costs incurred by the University. (EHS&RM)

• The Special Projects Group of OFPDC created an Electronic Work Book that consolidates all construction project information which reduces the time spent assembling the actual projects and reduces reproduction costs. (Facilities)

• Revised the current JOC contract and brought aboard an additional two contractors for a total of three. (Facilities)

• In collaboration with OFPD&C, Custodial Operations developed campus standards for wastebaskets and matting to include color, use of recycled materials, lifetime guarantees and improved esthetics. (Facilities)

• Custodial Operations developed standards for all equipment purchases to include air quality as well as noise level standards. (Facilities)

• Fundriver endowment management software implemented. (Accounting)

• Management Reporting expanded to include: (Accounting)
  o Dashboard of key financial indicators
  o Management’s discussion & analysis (MD&A)

• Business warehouse project for Volume II of the AFR launched and significant process made in attaining the goal of uniform layouts. (Accounting)

• Expanded the use of invoice upload process to include HR advertising and background checks. (Accounting)

• Developed form letter with instructions for department contract administrators regarding the administration of the HUB Subcontract Plans (HSP) as part of the HSP compliance evaluation process. (Contract Compliance)

• Completed Vendor Data Management and Archiving project, archiving over 13000 vendors that were not active (FI Master Data Center)

• Completed Chart of Accounts Project (FI Master Data Center)

• Implemented process to place individuals/companies on hold for payroll/vendor overpayments (FI Master Data Center)

• Assisted with SAP support packs testing and ERP upgrade (FI Master Data Center)

• Ongoing employee enrollment in direct deposit of payroll checks resulting YTD in 96.8% participation in direct deposit for those paid monthly and 86.2% for those paid semi-monthly (Payroll & Tax Compliance)

• Continue to provide excellent customer service to the campus community by striving to meet our Goal of Paying Employees Correctly and Timely (Payroll & Tax Compliance)

• Negotiated an agreement between Summus Industries and Dell Computers so that all purchases made for Dell Equipment would receive 1st tier HUB credit. (Purchasing)

• Hosted a meeting with all of the researchers in Materials Science Engineering together with Materials Management, University Advancement, OSP, the Provost, Dean of Science, Contract Compliance, and Purchasing. We discussed their needs and how we can best serve them. We also used that meeting to introduce all of the respective departments and offered support so that they can meet their goals. (Purchasing)

The agenda included:
- Purchases of New/Used Equipment
- Gift in Kind
- Shipments
- Storage
- Requisition/Purchase Orders
- Business Manager/Accountant for MSE

- We took a Purchasing Clerk and changed her day to day responsibilities to include support to the P-Card program, the office supply (COOL); and the Assistant Director of Purchasing. (Purchasing)
- Helped to develop the new Open Encumbrance report. (Purchasing)
- Hired a Buyer for the Purchasing office. (Purchasing)
- Created a working group for the School of Nursing. Completed 20 Purchase Orders and encumbered approximately 1.2 million for Lab Equipment. (Purchasing)
- HR continued the departmental strategy of making at least one outreach visit to each college and divisional council each academic year. (Human Resources)
- Expanded Work Life Program to include monthly workshops on work life topics, leadership for two monthly support groups, participation in Cancer Awareness Month, and the Texas State Wellness Fair. (Human Resources)
- Developed proposal for Work Life/Employee Assistance Program with third party vendor. (Human Resources)
- Nineteen (19) reports were prepared by HR staff to include Medicare Data Match, ORP Participation Report, Legislative Workforce Summary Survey, University Directory, Overtime Payments, Overtime/Comp Time Accrual and Liabilities Reports, University Service Awards, Administrative Accountability Report, Quarterly FTE Staffing Ratio Report, Quarterly Diversity Tracking Report, Group Health Insurance Enrollment Census, ERS Salary Changes, New Hires/Rehires/Separations and Name Changes, Criminal History Statistics and Tracking, Monthly/Annual Job Audit Status, Director/Grievance Committee, Annual Pay Plan Allocation Costs, and Time to Fill Employment Report (Human Resources),
- Developed new reports including Headcount/FTE, Payment of Tuition and Fees, and Workforce Generation. Documented use of legacy programs for transition processes. (Human Resources)
- Continued monthly HR Forum meetings with selected representatives from all divisions. (Human Resources)
- Reviewed/revised 16 UPPS’s and 1 FSS/PPS: UPPS’s – 04.04.32 Texas State Wellness Program; 04.04.51 Phased Retirement Plan for Faculty; 04.04.02 Staff Handbook; 04.04.52 Retirement Programs; 01.04.02 Ethics Policy; 04.04.54 Years of Service Awards; 04.04.35 Professional Development and Educational Opportunities; 04.04.03 Staff Employment and 04.04.07 Nepotism & Related Employment(Human Resources);
- In collaboration with University Attorney researched and wrote a new staff employee drug testing and submitted to the VPFSS for review. (Human Resources)
- Completed 90 new position and reclassification audits with an average turnaround time of 6 days. (Human Resources)
- Conducted HR module SAP year end support pack testing. Also studied ESS and MSS enhancements to add new functionality. (Human Resources)
• Initiated work to develop and implement an electronic PCR process. Over 7500 processed by 3/31 and expect 17-20,000 alone for staff and student employees by 8/31. Academic Affairs will have 3-5,000 by 8/31…so looking at about 25,000 annually. (Human Resources)

• Continued to work with IT personnel to expand the functionality of the Business Warehouse which permits HR to provide the HR Profile reports to President’s Cabinet. (Human Resources)

• To improve enrollment retention, the process for early registration deadlines was reviewed. Possible improvements include extending all tuition adjustments to students and better notification procedures. (Student Business Services)

• Automatic crediting of student refunds to outstanding Emergency Tuition Loan Program (ETLP) balances, eliminating receipting errors and excess processes. (Student Business Services)

• Converted SARS printing of receipts and documents to plain paper using laser printers, eliminating the need for costly two-ply NCR forms. (Student Business Services)

• Athletic tuition and fee scholarships were converted to a Tuition Adjustment application at the AVP for Enrollment Management request, beginning with the Spring 2009 semester. The change provided better control for application of the scholarships to fees and fewer issues with over-awards. (Student Business Services)

New services will be implemented to meet the needs of our customers

• Successfully opened Einstein’s Brother’s Bagel Co and Starbucks for the beginning of the fall 2009 semester. (Dining Services)

• Opened the Student Recreation Center Smoothie Bar February 2009. (Dining Services)

• Bobcat Bucks Readers were installed on all coin copiers in January 2009, (ID Services)

• Card Readers were added to gates at Strahan Coliseum and Bobcat Stadium. (ID Services)

• Opened the new LBJ Bus Loop in January 2009. Re-routed all buses to the new loop all but abandoning the LBJ Student Center. (Auxiliary Services)

• Planning has begun and approvals secured to change the Zataran’s concept in The Den into a convenience store. This will remove the convenience items from the food court area giving them a larger and more marketable store flow. New location will open in the fall 2009. (Dining Services)

• Rolled out two new budget reports: HR/FM Salary Budget Comparison (using the BExAnalyzer) and Over Budget Report. (Budget Office)

• Fully implemented Budgeting by Position. (Budget Office)

• Developed three training classes—Report Fundamentals (basic SAP functionality), Budget-Related Reports, and Budgeting by Position—and pushed out training to campus, conducting 17 classes, training 236 people. (Budget Office)

• Developed and implemented a fire extinguisher inspection and maintenance program whereby all of the fire extinguishers on campus are identified by serial number, type and location in a database, inspected monthly and an annual certification performed for each. (EHS&RM)

• We implemented an asset tracking system that allows us to bar code all of our safety equipment for compliance tracking, inspection and to track required
servicing and maintenance. Items inspected include exit lights, emergency lights, fire alarms, fume hoods, eye wash stations and fire extinguishers. (EHS&RM)

- Developed and implemented online training for Radiation Safety, X-Ray Safety, and Laser Safety courses required for faculty and staff. (EHS&RM)
- A SPCC Plan (Spill Prevention Control and Countermeasures – 40 CFR 112) was developed for the campus and the compliance component is currently being implemented. The purpose of the plan is to provide the University with a means to prevent discharge of oil and oil based products into the waters around San Marcos as opposed to response and cleanup after a spill occurs. (EHS&RM)
- Launched a noise protection program which assures that Texas State University is in compliance with the OSHA Hearing Conservation program. The purpose of the program is to protect our employees from high noise exposures in the work place. Noise surveys and sound level readings were conducted and taken in all industrial areas as well as areas where small and large motorized equipment is located and/or used by employees. The results are then documented and areas are identified for the use of hearing protection in the work environment. (EHS&RM)
- We successfully set up several safety programs at the Round Rock Campus to include safety training, fire drills, and AED (Automated External Defibrillator) training. (EHS&RM)
- Assumed responsibility for the University wide Workers Compensation. (EHS&RM)
- OFPDC issued four Indefinite Delivery Indefinite Quantity (IDIQ) solicitations for contract to better serve the University Customer by reducing the time it takes to perform projects.
  - Interior Design Consultants – under contract;
  - Environmental Service Consultants – received responses and currently under HUB review;
  - Mechanical Electrical Plumbing Engineering Consultants – soliciting responses;
  - Geotechnical Soils Engineers – pending solicitation. (Facilities)
- Completed installation and startup of MIOX system to eliminate gaseous chlorine from the Jackson Hall water well disinfection process. (Facilities)
- Completed installation and startup of new 2000 ton electric chiller. (Facilities)
- Completed installation and startup of new De-aerator Feed Tank at the Cogeneration Plant for treating steam condensate prior to being fed to the boiler. (Facilities)
- Completed purchase and in process of installation of two new 50,000 lb boilers (Facilities)
- Completed purchase of new Reverse Osmosis unit for Cogeneration Plant. Installation is in process. (Facilities)
- Upgraded Cogeneration Plant electrical capacity. (Facilities)
- Implemented “Cindy’s Tips” on the Facilities Management webpage to help customers understand how to submit work requests via the web based FacilityFocus work request entry screen. (Facilities)
- Developed and posted a “getting more information on facilities IDTs” webpage to help customers reconcile Facilities IDTs in SAP and PPbills (Physical Plant Bills.) (Facilities)
- Developed and posted a PPbills installation and set up webpage to allow customers to get detailed information on their IDTs. (Facilities)
- Developed and implemented procedures to increase the frequency of Facilities IDTs during the last quarter of the fiscal year to give account managers better visibility into
their facilities charges as the year closes and the funds available in their accounts.

(Facilities)

- Travel Management project launched. (Accounting)
- Provided FI Master Data training thru Professional Development (FI Master Data Center)
- Active participation on the Sciquest (BOBCATalog$) and SAP travel module projects (FI Master Data Center)
- Electronic W-2’s were introduced to the campus community beginning in November 2008 for use during the 2008 tax filing season (Payroll & Tax Compliance)
- The following SAP Charters for which Payroll & Tax Compliance was a key participant were either, submitted, worked on or completed during the fiscal year: (Payroll & Tax Compliance)
  1. SAP 07-0217 – HRIS Interface Reporting – Completed
  2. SAP 07-0228 – Electronic W-2’s – Completed
  3. SAP 07-0267 – BW for Payroll Results – 45% Complete
  4. SAP 08-0019 – FY08-FY09 Year-end & Begin – Completed
  5. SAP 08-0022 – Nonresident Alien and Resident Alien Processing – 15% Complete
  6. SAP 08-0030 – Payroll Deduction for Campus Recreation Membership Fee - Completed
  7. SAP 08-0034 - Payroll Repayment Deduction – 5% Complete
  8. SAP 08-0035 - File Submission Enhancements to Banking Institution – 30% Complete
  9. SAP 08-0037 – SAP Security Changes for Withdrawn Employees – 30% Complete
  10. SAP 08-0040 – Fall Support/Enhancement Packs - Completed
  11. SAP 08-0044 – ESS Portal Migration & Discovery Project – 50% Complete
  12. SAP 08-0051 – TSUS NQDC Plan – 5% Complete
- Worked with IT to negotiate an agreement with SciQuest; this is an e-procurement software system which will be used to make purchasing more efficient and stay in compliance with State, Federal, and University rules and regulations. (Purchasing)
- Negotiated an agreement with Embassy Suites so that they will accept Purchase orders from Texas State. (Purchasing)
- Started discussions with Enterprise Rental Car and the serious issues related to the rental of Vans. Also discussed being charged for Sundays; the San Marcos location is closed which created one more day of rental. (Purchasing)
- Conducted 70 presentations for 16 formal training classes that included: Managing Positions and PCRs in SAP, Performance Appraisal Training for Staff, NEO I, NEO II, Classification/Compensation Training, HR Training for Grants, Understanding Organizational Management in SAP, Understanding Student Employment and Creating Student PCR’s, I-9’s for International Employees, Financial Planning and Retirement Fair, SAP time Administration, Orientation for Staff and Academic Administrators, Managing @ Texas State; and EASY Employment Training. (Human Resources)
- Secured President’s Cabinet approval and support for an Administrative Assistant training program and began collaborative work with Professional Development. (Human Resources)
- Expanded salary spread program to offer to graduate student employees. (Human Resources)
• Implemented Non-Qualified Deferred Compensation Plan for highly compensated individuals. (Human Resources).
• Initiated regularly timed HR Profile reports to President’s Cabinet which provide important HR management data by university, division, and department. Initial reports included Background Check Results, Job Audit Statistics, Positions Requiring Credentials, Global Headcount, and Diversity Tracking. (Human Resources)
• Worked on several additional HR Profile reports for President’s Cabinet to include Time to Fill a Position Report, Generation Report which shows all employees eligible for retirement, FTE report, and a Turnover report which shows reasons for leaving. (Human Resources)
• Produced recommended standard format for VP reporting of annual progress toward the University’s Strategic Diversity Plan goals in conjunction with the Equity and Access Committee’s recommendation for such a reporting format. (Human Resources)
• Continued coordination role for Executive Assistants developing the Administrative Assistant training course. (Human Resources).
• Developed various checklists to assist HR and campus users including Staff Employment Checklist for Hiring Managers, E-Verify Checklist for Hiring Managers, Mediation/Grievance Checklist for individuals with employee relations problems, Student Termination Checklist for Departments, and a checklist for organizational changes within SAP. (Human Resources)
• Enhanced employment process by creating a new hire process for Task Workers and new procedures for processing student task payments to ensure payment justification and record retention. (Human resources)
• Updated and resubmitted the Staff Compensation Philosophy to the VPFSS for President’s Cabinet approval. (Human Resources)
• Continued expansion of GMS relocation services for Texas State with strong positive feedback from users. (Human Resources)
• A Smart Mailer application was used to mail postcards instead of mailing installment bills. The mailers notified students their bill was due, and encouraged users to utilize electronic billing. (Student Business Services)
• A feed from the Tuition Adjustment program to FAM was developed and implemented to help with the estimation process for Financial Aid award packaging, thereby reducing the number of over-awards. (Student Business Services)
• Key staff were actively involved in the Student Information System vendor demonstrations for Student Business Services. Staff ensured demos included increased efficiency for our customers. (Student Business Services)
• Negotiated contract for ATM installation at Bobcat Stadium and Strahan Coliseum. Coordinated the installation of units and various processing issues. (Treasurer)

The organizational structure and processes of each FSS unit is deemed as meeting the needs of its customers and is supportive of the university mission.

• OFPDC structured its team in response to the Campus Master Plan growth needs in order to meet the project schedules through the year 2015. A blended order of project management (lead by the Director) was improved upon in order to embrace the design needs of multiple Projects and the constructive demands of multiple Contractors present at both the San Marcos and Round Rock campuses. (Facilities)
• Issued a contract for Fire Alarm and Sprinkler Systems Maintenance. (Facilities)
- Signed a one year contract to reduce the electric rate at the Round Rock campus by 50% over the next two years. (Facilities)
- Completed installation of new 150 ton chiller at Commons. (Facilities)
- Completed Permit by Rule for new Boilers at Harris Plant. (Facilities)
- Completed Standard Permit for new Boilers at Cogeneration Plant. (Facilities)
- Completed grant application for $800,000 upgrade to Cogeneration Plant Engine which is pending with TCEQ. (Facilities)
- Completed Feasibility Study Report for Energy Savings Performance Contracting. (Facilities)
- Restructured custodian service hours in McCoy to better serve students, staff and visitors during increased building usage times resulting in cleaner facility and increased customer satisfaction. (Facilities)
- The organizational structure of Grounds Operations continues to evolve to meet the needs of the University community. For FY 2009 a full-time employee was added to Recycling Services. (Facilities)
- Maintained 10-day turnaround time for travel reimbursements. (Accounting)
- Continued Travel training via Professional Development “Know Before You Go” (Accounting)
- Establish Strategic Plan for the newly created FI Master Data Center unit (FI Master Data Center)
- Restructured Materials Management to keep pace with changing work requirements. Worked with Jeff Lund from HR to write position descriptions and update GOJA’s for the Administrative Assistants II and III positions and the Property Management Supervisor position. This resulted in reclassification of the Admin. Asst. II position to a Warehouse Worker position and a salary adjustment and additional duties for Administrative Assistant III and Property Management Supervisor positions. (Materials Management)
- Handled the receiving, storage and delivery of unexpected and additional crates of Gift-in-Kind equipment from Free Scale for setting up a Materials Engineering program at Texas State. This included additional crates, which contained sensitive laboratory equipment, brought with the new Research Faculty of this program and additional equipment purchased for this program. We had to utilize creative indoor and outdoor storage methods, which also included properly protecting these crates of valuable electronic equipment until they were delivered. This storage method was necessary in order to continue with the daily functions of Central Receiving and Surplus Property transfers and disposal at the University Distribution Center. Everything was eventually delivered and installed, in December 2008, at their newly constructed Mitte building Lab without any damage to this highly sensitive equipment. (Materials Management)
- Opportunity to work with a very qualified group of individuals who have only the best interest of the University at heart (Payroll & Tax Compliance)
- We took a Purchasing Clerk and changed her day to day responsibilities to include support to the P-Card program, the office supply (COOL); and the Assistant Director of Purchasing. (Purchasing)
- Hired a Buyer for the Purchasing office. (Purchasing)
Assessment is used for continuous program monitoring and improvement

- Participated in the FSS Peer Review this past winter. As a result of that process increased communication with campus stakeholders will be addressed. (Auxiliary Services)
- Surveyed Academic Chairs and used the results to improve services and user perceptions. (Budget Office)
- Surveyed attendees of new budget training classes to fine-tune materials and instruction. (Budget Office)
- AVPFSSP, working with BSC members, compiled the FSS Division Self Study in December 2008 and hosted the Peer Review Team in January 2009. Strategies are being written to address the recommendations of the Peer Review Team. (AVPFSS Planning)
- The Facilities Department completed its annual Work Climate Survey. (Facilities)
- All employee performance evaluations completed on time. (Accounting)
- Completed IT security assessment (FI Master Data Center)
- We are currently working with Mr. Charles Gregory, the Texas State University System IT Auditor, on providing information for a System wide Data Security Audit. We are also working with Texas State auditor, Mr. Greg Steadman, on a Prompt Payment Audit. (Materials Management)
- Comptroller of Public Accounts Post-Payment Expenditure Audit for the period December 1, 2007 – November 30, 2008 – Conducted in 02/2009 – Successfully completed (Payroll & Tax Compliance)
- Payroll & Tax Compliance implemented an online survey on their home page and a paper form available in their JCK Office (Payroll & Tax Compliance)
- Completed a P-Card audit with the internal auditor’s office. Addressed areas of concern including; split purchases, poor documentation, and training. (Purchasing)
- Conducted post course surveys of Managing@TXSTATE and Managing@TXSTATE for Deans and Chairs participants to evaluate the quality and relevance of course content. (Human Resources)
- Completed Custodial Operations environmental scan and follow-up scan for Financial Aid and Scholarships. (Human Resources)
- Arranged Texas State’s participation in the Chronicle of Higher Education “Great Colleges to Work For” survey. (Human Resources)
- Sales tax procedures were reviewed and revised in September 2008 to streamline the process and allow the University to retain the timely filing discount. This procedure will save a significant amount of money for the University over time. (Student Business Services)
- Reviewed previous performance of investment managers, and made appropriate changes. (Treasurer)
- Changed spending policy from 12 quarters to 36 months rolling average to better reflect changes in market values. (Treasurer)
- Developed a whitepaper with General Accounting on how to handle endowment related issues using Fundriver. (Treasurer)
- Updated investment policy for TSUS Board of Regents approval to better align University Endowment objectives. (Treasurer)
Use of web based communication for the purpose of keeping our customers and stakeholders informed.

- Updated the Budget Office website with additional information and instructional documentation and by implementing online registration for training classes. (Budget Office)
- Published and took over maintenance of the SAP Resources website. (Budget Office)
- New SAP Help Web Site (AVPFSS Planning)
- New 1st Call Classroom web page (AVPFSS Planning)
- Major Construction Web Site update (AVPFSS Planning)
- Created a new Environmental Services Committee Web Site (AVPFSS Planning)
- OFPDC continuously updates the Office website with current, Construction Status Updates, Design Guidelines, Campus Standards, documents / forms, and Staff contacts. (Facilities)
- Posted templates for RFP’s and IFB’s on Contract Compliance website templates to aid departments in preparing procurement solicitations. Linked solicitation templates to Purchasing Office’s website to make templates easier to find (FSS Strategic Plan # 2.c) (Contract Compliance)
- Participated in the implementation of the new SAP resources web site (FI Master Data Center)
- The Payroll & Tax Compliance web site is updated continuously to include such items as Tax Table changes announced as part of the 2009 AARA Stimulus Plan (Payroll & Tax Compliance)
- Important payroll and tax information is communicated to all employees via campus email on a regular basis (Payroll & Tax Compliance)
- Completed development of an SAP Resources website to replace the FAS/SAP website. (VPFSS Office, Human Resources, Financial Services-Payroll, Purchasing, Accounts Payable)
- Continuously update HR website with routine information, HR training opportunities, “What’s New”, Pay Plan, and policies and procedures. (Human Resources)

Protect the financial integrity of the university by safeguarding the university’s assets, ensuring efficient use of university resources and compliance with regulatory authorities.

Operations will be managed with available resources

- Dining Services was able to absorb a contract price increase without passing a corresponding increase in the Board Rate to our students. Fall 2008 meal plan enrollment exceeded 6,300 for the second consecutive year. (Dining Services)
- Print Shop and Copy Cats combined for an surplus in FY 2008 of approximately $20,000. (Print Mail Services)
- University Bookstore recorded a surplus for the 5th straight year and for the first time in over a decade established a Reserve Fund vs. adding to a mounting deficit. Also FY 2009 Revenues will exceed $10M for the first time. (University Bookstore)
- Print Mail Services was able to reduce their workforce by one FTE by reallocating job duties to existing personnel. Inventory Control clerk left in November and that position was absorbed by a mail services employee. The mail services duties were picked up by
remaining mail services employees saving nearly $40,000 in salary and benefits.  
(Print/Mail Services)
- Successfully negotiated a one year extension to the maintenance contract at RRHEC.  
(Facilities)
- Changed Natural Gas supplier to CenterPoint Services resulting approximately $2,000 savings per month. (Facilities)
- Replaced paper towel dispensers and product in both McCoy and MITTE with jumbo type dispensers to reduce cost and better service increased numbers of students, faculty, staff and visitors. (Facilities)
- To help reduce the operations and maintenance costs of our aging vehicle fleet we replaced 16 university vehicles. The average age of the vehicles replaced was over 22 years old. (Facilities)
- The Maintenance Shops have completed 8360 work orders and 3511 preventative maintenance actions through the first half of the fiscal year. (Facilities)
- Collaborated with Purchasing Office in selecting and awarding a contract for e-Procurement software (SciQuest) as part of the Texas State e-Procurement initiative. (FSS Strategic Plan # 1.a.15) (Contract Compliance)
- Payroll Processing: 53,157 ACH/Direct Deposits and 6,102 Checks for a total of $78,213,463 Net Pay through 3/31/09 (Payroll & Tax Compliance)
- Timely submission of Quarterly and Annual Employment Tax Reports for both the State and Federal level (Payroll & Tax Compliance)
- 100% staff participation in SAP Script Testing for 2008 Calendar Year-end Support Packs Implementation (Payroll & Tax Compliance)
- Collected $10K of the 49 CY2009 claims totaling $21K YTD through 03/31/09 and an additional $5K in prior year claims (Payroll & Tax Compliance)
- Maintain Operating Expenditures within the Annual Appropriated Budget Guidelines (Payroll & Tax Compliance)
- HR staff meets on annual basis to provide recommendations on how to reduce HR Office operating costs. (Human Resources)

**Improved, accurate and timely dissemination of financial and other information**

- AVPFSSP took over as account manager of the Environmental Service Fee account and was appointed as an ad hoc member to the Environment Services Committee.” (AVPFSS Planning)
- Dissemination of information through various campus maps
  - No Smoking Zone Map (AVPFSS Planning)
  - Series of maps to assist with Graduation logistics (AVPFSS Planning)
  - Total Enrollment by State and Total Enrollment by Texas County for use in the 2008 Enrollment Highlights brochure (AVPFSS Planning)
  - “Walking trail” maps working with Campus Recreation, HPER, Aquarena Center and Geography, completed March 2009. (AVPFSS Planning)
- Monthly and Year-End Close processes managed according to schedule. (Accounting)
- Annual Financial Report (AFR) submitted to TSUS and Comptroller’s Office by established deadlines. (Accounting)
- Collapsed with Real Estate Specialist on re-writing FSS-PPS on facilities leasing in order to upgrade to UPPS. (Contract Compliance)
- Assisted with the completion of the Annual HUB report FY08 and semi-annual FY09 (FI Master Data Center)
- Assisted with the 1099-MISC process (FI Master Data Center)
- Supported with the Year-end/begin activities (FI Master Data Center)
- Submitted the required Annual Inventory documentation to the State Comptroller by required due date of Sept. 20, 2008. This Inventory consisted of 360 inventory account reports totaling 17,555 assets with a total net book value of $124,653,667.42 which was verified and updated by the Property Management Office. Completed Asset Note 2 for the Annual Financial Report required to be submitted to the State Comptroller by Nov. 20, 2008. The Asset Note 2 was part of the Annual Financial report which was prepared and verified by the Director of Accounting. We submitted the Annual Reconciliation documentation of SAP and SPA to the State Comptroller by Oct. 19, 2008. This document was signed and verified by the VPFSS and myself, the University Property Manager. (Materials Management)
- 9186 Annual Form W-2's issued for calendar year 2008 (Payroll & Tax Compliance)
- 1,044 Annual 1099-MISC forms were prepared and mailed to University Vendors for calendar year 2008 (Payroll & Tax Compliance)
- 54 Annual Form 1042-S's were issued for calendar year 2008 to Nonresident Alien Faculty, Staff & Students (Payroll & Tax Compliance)
- Responsible for the preparation of University 990-T UBIT Tax Return (Payroll & Tax Compliance)
- Responsible for the preparation of Freeman Ranch Tax Return (Payroll & Tax Compliance)
- Key Presenters in the NRA Tax Workshops offered through the Office of Professional Development (Payroll & Tax Compliance)
- Key Presenter in the Contracted Services and Vendor Maintenance Workshops offered through the Office of Professional Development (Payroll & Tax Compliance)
- Participants in the annual NRA Faculty Orientation (Payroll & Tax Compliance)
- Participants in the NRA Student Orientation held before the Fall and Spring Semesters (Payroll & Tax Compliance)
- Worked with the colleges and departments on endowment related distribution issues during a very volatile time. Updated the fair market value of each endowment to better reflect the market conditions. Projected different scenarios in such uncertain times. (Treasurer)
- More meaningful reports were developed to better reflect the performance of the investments vs. the benchmarks. (Treasurer)

**Fewer exceptions to compliance issues**

- Implemented automated over-budget expenditure notifications and escalations, resulting in < 20 lines currently over budget, down from >1000. (Budget Office)
- Achieved compliance of 100% of the State Fire Marshal report. (EHS&RM)
- Comptroller’s Post Payment Audit resulted in an audit letter, as opposed to an audit report, due to only a limited number of non-monetary findings. (Accounting)
- Collaborated with Office of Sponsored Programs in presenting a basic contract training seminar for PI’s. (FSS Strategic Plan # 2.c.) (Contract Compliance)
- Developed, presented and posted presentation for university HUB Coordinators regarding the HUB Subcontracting Plan (HSP) requirements. (Contract Compliance)
- Assisted departments with preparing major or complex procurement solicitations and/or contracts. (Contract Compliance) Included the following major solicitations:
  - SRC Custodial Contract Addition
  - Athletic Concessions
  - EHRMSO RFID software programming software
  - OSP F&A
  - E-Procurement software
  - Commercialization Consultant
  - Commercialization Building Site Selection
  - EHRMSO Emergency Spill Response
  - QA Assistance For Travel Management Module
  - Bobcat Stadium Luxury Suites Catering
- Assisted with a Financial Aid audit (FI Master Data Center)
- Participated on a Post-Payment audit from the Texas Comptroller’s (FI Master Data Center)
- Coordinating with Budget Office on new accounts & changes for FY 2010 budget development (FI Master Data Center)
- Participated in the State Comptroller’s “Post Payment Audit” in the Fall of 2008. We were able to locate and verify all of the assets that the State Auditors requested to see. Overall audit findings were very favorable. (Materials Management)
- Implemented processes to measure administrative and educational support outcomes to monitor compliance with SACS requirements. (Human Resources)
- Implemented new federal 403b regulations which included drafting ORP and TDA plan documents, securing information sharing agreements from current vendors, and transitioning employees enrolled with non-compliant vendors. (Human Resources)
- Successfully underwent Post-Payment Audit by the State Comptroller’s Office with no payroll findings. (Human Resources)
- The Payment Card Industry (PCI) compliance team interviewed 63 merchants to review credit card procedures and security issues, and have obtained 54 compliance attestations. (Student Business Services)
- Due to changes in THECB rules, excess hours calculation was revised, extending to doctoral programs. The change required collaboration with multiple departments. (Student Business Services)
Facilities and infrastructure conducive to the overall well being of the students, faculty, and staff

- Harris Dining Hall implemented a Trayless program that has greatly reduced the amount of food waste and water entering the waste system. Students are shown their level of accomplishment by the dining hall keeping a weekly tally of the amount of food waste that has been saved each week. Dining Services will make a donation to the local food bank based on these savings. (Dining Services)
- All dining locations provided marketing information promoting all sustainability processes that dining services was engaged in. This included posters, information sessions, table tents and post cards. (Dining Services)
- The Bike Cave was moved from its original location at the Clevenger House to the Pecos Building. The new facility is approximately 6 times the space of the previous Bike Cave. In addition it is located near the new LBJ Bus Loop and closer to the center of campus. (Auxiliary Services)
- Awarded construction contracts for Baseball/Softball Complex (completed), Matthews Street Garage, Nursing Building, Bobcat Stadium Expansion, Alkek 7th Floor Renovations, and Theater Renovations. (Facilities)
- 100% of areas serviced by Custodial Operations are now using a Green chemical as their all purpose cleaner. “Concentrate 118” by Envirox is EPA registered to kill 99.99% of common bacteria and 99.9% of specified viruses, including Hepatitis B. (Facilities)
- Grounds accomplished several landscape enhancement projects:
  - Child Development Center along the privacy fence on the north and east sides of the property
  - Completed tree planting along Moon Street adjacent to the sidewalk of the Theatre Center
  - Landscaped two beds across from Music up the hill towards Old Main, north of Pleasant Street Parking Garage
  - Installed 4x4 posts and rope around sod between McCoy Hall and Woods Street Parking Garage
  - Removal of weeds from four beds at JCK and replanting with Asian Jasmine
  - Replanted seasonal annuals (Facilities)
- Recycling Services again participated in Recyclemania, a 10-week contest for Colleges and Universities from January through March during which time period we captured 17.30 tons of cardboard, 43.91 tons of mixed paper, .53 tons of aluminum, and 2.3 tons of plastics. (Facilities)
- University recycling to date (including Recyclemania totals) totals are 23.63 tons of cardboard, 128.6 tons of mixed paper, .95 tons of aluminum and 7.86 tons of plastics. (Facilities)
- Continued deploying dual monitors for various users under Financial Services (FI Master Data Center)
- Worked with McCoy School of Business to develop an internship with Summus Industries/Staples. (Purchasing)
- Renovation to the cashier’s area was completed resulting in a more efficient use of space, enhanced security for the cashier area, and more “public area” for customer service. (Student Business Services)
Foster an inclusive and supportive environment that values students, faculty, and staff and their contributions to the Texas State community, resulting in increased retention, diversity and improved employee morale.

Employees in the FSS Division will know what is expected of them, be informed, and receive timely, honest feedback on their performance

- OFPDC Supervisors meet on a regular basis with their supervised Staff members to promote and maintain two-way communication. All Staff is encouraged by the Director to be proactive with “open-door” communication. (Facilities)
- OFPDC Student Assistants meet on a regular basis with their Supervisor to promote and maintain two-way communication. The Office Policy for Student Assistants is that their education, not the Student job, is the top priority. (Facilities)
- OFPDC is responsive to the educational well-being of Students. The Office coordinates with Faculty to promote and maintain Student Internships, i.e. the Shadowing Intern Program. Student Interns are assigned to an OFPDC Staff member to “shadow” in all aspects of the member’s performance of duties. (Facilities)
- Associate VP Facilities instituted quarterly meetings with Custodial Operations teams on each of their four shifts for information sharing and open forum discussion. (Facilities)
- Performance standards are continually updated for changes in duties based on SAP (FI Master Data Center)
- Each staff member completed an annual Self-Evaluation form in conjunction with the 2008 Performance Appraisal (Payroll & Tax Compliance)
- Payroll & Tax Compliance Staff’s knowledge base of SAP HR continues to increase significantly each year (Payroll & Tax Compliance)
- All HR Office GOJA’s and Performance Plans were reviewed and updated as necessary. (Human Resources)
- The HR Office continued using the HR Template for each employee that ties each employee’s individual duties to the appropriate HR, FSS, and University Goal. (Human Resources)
- The HR Strategic Plan for FY 07-12 was reviewed by all HR staff and appropriate updates made. (Human Resources)
- One HR Master Data Center employee, Lisa Vallejo, was selected as the December 2008 Employee of the Month making her the sixth HR employee (1/3 of the entire HR staff) to receive such an award since September 2006. One HR employee was Employee of the Year in FY 07. (Human Resources)
- HR employees are recognized on a monthly basis with certificates, paperweights, savings bonds, and Director’s expense gift cards for reaching HR Office service milestones. (Human Resources)
- All reviews were done in a timely fashion, and honest feedback and performance discussions were done throughout the year. (Student Business Services/Treasurer)
FSS employees should achieve a rating of 300 or above on their performance evaluation appraisals

- All employees in Facilities except 1 received a 300+ rating on their 2008 performance evaluation. The one employee with a rating of less than 300 was given a performance improvement plan. (Facilities)
- Employee rated above 300 during annual performance appraisal. (Contract Compliance).
- Completed Staff Performance Appraisal (FI Master Data Center)
- All Payroll & Tax Compliance Staff employees received a rating of 300 or above on their 2008 performance evaluation appraisals. (Payroll & Tax Compliance)
- All HR Office employees received a rating of 300 or above on their CY 08 annual performance evaluation appraisals. (Human Resources)

A systematic training and development program will be in place for each FSS employee

- Co-hosted the Texas Statewide Facilities Officers meeting on campus with the Texas State University System Office in October 2008. (AVPFSS Planning)
- AVPFSSP attended the Association of University Real Estate Officers (AUREO) annual meeting in September 2008 and the SCUP Southern Region Conference in November 2008. (AVPFSS Planning)
- Co-hosted the Texas College and University Facility Conference with the UT Health Science Center San Antonio held at the San Marcos Convention Center in January 2009. Over 500 attended to include vendors, colleges, universities, community colleges and health science centers. (AVPFSS Planning)
- OFPDC has implemented a series of Lessons Learned programs, Lunch-N-Learn Programs, and Continuing Educational Programs focused on every day tasks encountered in the design and construction of the ongoing projects at our campuses. Examples of Continuing Educational Programs for 2009 are as follows:
  - Dispute Resolution – nine 1-hour Sessions
  - Straw Bale Construction Techniques – sustainability
  - LEED – Leadership in Energy & Environmental Design
  - Pre-Assembled Power Plants (Facilities)
- Each work group in Facilities attended monthly training sessions. (Facilities)
- Engineers and Architects in Facilities earned continuing education credits to maintain licensure. (Facilities)
- Employee training requests identified and training plan incorporated into annual performance appraisal cycle. (Contract Compliance).
- All staff members attended either web-training, audio conference training, other on campus or off-campus training sessions on SAP, Payroll/HR, Tax or NRA issues (Payroll & Tax Compliance)
- Part II on each HR Office annual performance evaluation form identifies the training and development activities recommended for the employee for the calendar year. Section staff attended 66 formal professional development workshops and events on and off campus. (Human Resources)
- Director and one Associate Director were able to attend one national level professional development conference. (Human Resources)
Division employees will be valued and their achievements recognized

- The AVPFSSP was honored with the Alumni Achievement award in February 2009.
- Continued to recognize people throughout the year utilizing the Just-in-Time Awards Program. (Facilities)
- Continued the annual tradition of honoring our custodians with a luncheon during International Housekeeping Week. (Facilities)
- Held annual luncheon recognizing individuals for years of accident-free work. (Facilities)
- Zero turnover in key positions in 2008 (Payroll & Tax Compliance)
- Continued to recognize people throughout the year utilizing the Just-in-Time Awards Program. (Facilities, Financial Services, Auxiliary Services, Human Resources, VPFSS Office)
- Performance Awards were given to 12 HR staff members. (Human Resources)
- Awarded performance awards to staff in Student Business Services based on their work on the Sales Tax change. (Student Business Services)

The FSS Division will achieve a diverse workforce

- Hired a Hispanic female budget analyst. (Budget Office)
- A female was selected to serve as Director of Custodial Operations. (Facilities)
- The HR Office staff is comprised of 79% female, 21% male, 30% Hispanic employees and 5% Asian Pacific. (Human Resources)
- A woman Director, Student Business Services was hired to start in June 2009. (Student Business Services)

The FSS Division will implement strategies to support the institution’s efforts with student retention

- University Bookstore was able to provide another $27,000 to the Bookstore ASG Scholarship fund bringing the total contribution for the first three years to $100,500. (University Bookstore)
- Employed a student intern to assist the Facilities Inventory Coordinator with campus mapping projects and the Building and Room Inventory to include simple data entry to Geographic Information System development. (AVPFSS Planning)
- Hiring a student intern to assist the Real Estate Specialist with mapping the contents of each property file, creating convenience copies of each deed and easement record, revising/renumbering the Property Inventory, identifying and creating convenience copies of specific facility information, creating MPF and supplemental property files, and preparing a chronological history of street and alley acquisitions by the University. (AVPFSS Planning)
- OFPDC mentors all Student Assistants and Interns in high standards of professional, social and personal integrity, honesty, and responsibility toward others. (Facilities)
- Hired 9 work-study students and 4 interns during Fall 08 and Spring 09 semesters. HR staff provided 1 University Seminar instructor (Quinn) and made 4 guest lecturer appearances. HR staff also granted 6 student class credit interviews. (Human Resources)
Disappointments

- Due to economic pressures and the continued increase in the board rate payable to the contractor the board rates for our dining students for FY 2010 will increased by 3%. This only marks the 2nd increase in 7 years. (Dining Services)
- Loss of hot water in 14 residence halls for a week. (Facilities)
- While the funding for deferred maintenance has increased, it is not at the level the university needs to invest in its facilities and infrastructure. (Facilities)
- FY2008 State Auditor’s Office audit finding related to cluster reporting on the Schedule of Expenses of Federal Awards (SEFA). (Accounting)
- Current workload has not allowed for the assessment and development of end-user training programs related to the payment process. (Accounting)
- All recommended updates to contract related UPPS’s have not yet been adopted. (Contract Compliance)
- Contracts still being solicited, evaluated, processed or executed without routing through Office of Contract Compliance for review. (FSS Strategic Plan # 2.c.4) (Contract Compliance)
- Original or copies of executed contracts not being sent to Office of Contract Compliance for record retention. (FSS Strategic Plan # 2.b.4) (Contract Compliance)
- Some departments still appear to be unaware of HUB subcontracting plan solicitation and compliance requirements. (FSS Strategic Plan # 2.c.5) (Contract Compliance)
- ACH File Submission Enhancements project is not complete. (FI Master Data Center)
- Getting funding for additional manpower continues to be a disappointment. Reclassifying the Administrative Assistant II position to another Warehouse Worker position gives us the additional manpower we desperately needed in Moves and Events but weakens our administrative support for our department. (Materials Management)
- Due to the number of meetings required with vendors, it would be nice if we had a proper meeting room. There have been many occasions when space could not be found in JCK or that 514a was too small. (Purchasing)
- A systematic training and development program is not in place for each FSS employee. (Human Resources)
- Unable to implement an internal temporary services program for the campus. (Human Resources)
- Did not secure an electronic online job description, job audit, and GOJA library service. (Human Resources)
- SAP Portal upgrade postponed causing a delay in rolling out new ESS and MSS functionality. (Human Resources)
- Unable to secure resources to hire an Employee Relations Coordinator. (Human Resources)
- Unable to secure President’s Cabinet approval for a third party vendor EAP/Work Life Resources program. (Human Resources)

FY 2010 Strategies
• Planning has begun for a new food concept to be added at Jones Diner for fall 2009, FY 2010. The Maui Taco concept has been there since the renovation back in 2004 and it is time to change out that concept. The Dining Services department is negotiating with a national branded Chinese concept as well as a Mexican food concept. Both have been given approval by the Dining Services Committee. (Dining Services)

• Assuming Residence Life will bid the Laundry Contract in the summer 2009 then we should be able to add Bobcat Bucks readers to the Laundry Facilities in our Residence Halls. This would be one of the last remaining areas that were originally targeted when this program began. (Auxiliary Services)

• Bike Path grant will hopefully be awarded and funded in FY 2010 and construction of the Bike Path would begin. (Auxiliary Services)

• University Bookstore will continue to raise its awareness as, “The Only College Bookstore Owned and Operated by the Students, Faculty and Staff of Texas State”. Our goal is to continue to increase market share and have gross revenue reach in excess of $12,000,000. (University Bookstore)

• Continue to raise awareness in regards to sustainability on-campus with increased efforts in our dining halls and promoting alternative forms of transportation. In the dining halls we should finally have the Bobcat Blend Composting project underway. We are waiting for Dr. Tina Card to complete all her preliminary work then we can start contributing our food waste from Commons. We will also be looking at expanding the current Trayless project from Harris to include Commons. (Dining Services)

• Snack vending contract will expire May 31, 2010. There are options to renew that contract and if the vendor agrees it would be in the best interest of the university to renew that contract on the current terms. If not we will be rebidding that contract in spring 2010. (Dining Services)

• The Wells Fargo contract expires May 2010 as well. It too has options to renew and again that would be to the universities advantage to renew that contract when it expires. (Auxiliary Services)

• Work with the City of San Marcos as 2010 census data becomes available about a possible coordination of our bus system. Look at incorporating the cities route into our next contract negotiations in 2013. (Auxiliary Services)

• Secure and implement a new facilities inventory and space management system in FY2010. (AVPFSS Planning)

• In November the Real Estate Specialist initiated a project to secure an off-campus facility to provide a suitable space for the Research and Commercialization Center Project. The University has received funding through a Texas Emergent Technology Fund grant and other sources, and support in the form of equipment gifts from Motorola and Freescale Semiconductor. The project is on a fast track to secure an existing facility or a “to be constructed” facility under a lease with purchase option agreement with a private developer/builder in the San Marcos area. A facility site is sought that will allow for a cooperative relationship with the City of San Marcos to establish a Technology Park with the Research and Commercialization Center facility as its originating anchor. (AVPFSS Planning)

• Facilities Inventory Coordinator developing major additions to the new web map that is currently under construction 1) campus sidewalks and 2) an expanded city street network. The new map will show the Quad and Mall areas in greater detail, city streets southeast of campus and Aquarena Springs Drive to IH-35. (AVPFSS Planning)
- Pursue an Energy Performance contract as a way to fund infrastructure projects with energy savings. (Facilities)
- Focus on support and information needed for the financial component of the SACS accreditation and related audit. (Accounting)
- Focus on Travel Module implementation, change management and training.
- Assess end-user training improvements. (Accounting)
- Focus on improvements to the state accounting payment process, including enhancements to the USAS upload process (Charter exists and is awaiting available resources). (Accounting)
- Implement SciQuest “Sourcing Manager” software as a service (SaaS) for the solicitation, evaluation and award of competitive solicitations and retaining contract information. As part of implementation roll out SciQuest “Contract Manager” module to capture Texas State contracting information. (Contract Compliance)
- Host a regional HUB “economic opportunity forum” (EOF) in San Marcos for area HUB’s to meet with State agency and institutions of higher education HUB coordinators and procurement personnel. (Contract Compliance)
- Draft and issue UPPS on contract administration at Texas State. (Contract Compliance)
- Conduct additional training for key stakeholders in HUB Subcontracting Plan issues. (Contract Compliance)
- Provide to technical support to SciQuest (BOBCATlog$) Project (FI Master Data Center)
- Provide to technical support to SAP Travel Module Project (FI Master Data Center)
- Continue improving the unit core processes (FI Master Data Center)
- Document and update the Construction-in-Progress procedures for capturing more information in the componentization of Buildings in order to be in full compliance with the State Comptrollers policies under the State Property Accounting (SPA) guidelines. (Materials Management)
- Development of a tactical plan including identification of cost to implement RFID technology to help our department and the university campus with improving inventory procedures. This will help improve the efficiency and effectiveness of tracking and reporting assets. (Materials Management)
- Develop a proposal to expand the size and functional capability of the University Distribution Center to keep pace with the growing size and increasing functional demands of the University. This space and functionality will provide distribution services for Academic Research activities and new Academic Programs initiated in the Strategic Plan, Mission and Goals of the University. (Materials Management)
- Update the Materials Management UPPS 05.01.02 “University Surplus Property” with new criteria relating to surplus property auctions and IT security issues and procedures for the disposal of surplus computers and other electronic assets with IT storage capabilities i.e. printers and cell phones. (Materials Management)
- Implement an e-procurement system that will be efficient and more accurate, reduce the number of vendors, reduce cost, and improve pricing for the end-users at Texas State. This system will be user friendly, improve our audit trail, provide more detailed reports, and help Texas State to build strategic relationships with our vendors. (Purchasing)
- Negotiate better pricing with key selected vendors. (Purchasing)
- Utilize key procurement specialist on campus and have them help support the BobCatalog$ and BOBCATBIDS systems. This would not require new positions for...
Purchasing. These positions and budgets could be moved to the department in order to provide daily support. (Purchasing)

- Introduce a training program, through Professional Development, which would provide basic Purchasing Training for the Campus. (Purchasing)
- Implement Work Life/Employee Assistance Program. (Human Resources)
- Implement electronic process for PCR routing and entry. (Human Resources)
- Continue to enhance/create new reports for managers. (Human Resources)
- Implement requirements and procedures of newly approved drug testing UPPS. (Human Resources)
- Continue to work on SIS project to implement new system (Student Business Services)
- Continue to work with Investment Committee for better endowment performance (Treasurer)
- Enhance or create better management dashboard reports (Student Business Services and Treasurer)
- Install cashiering module to enhance the SIS project and serve the current needs of our customers and the University. (Student Business Services)