



Texas Southern University
Assessment Plan 2010-2013

Administrative Unit

Finance: Treasury

Introduction

Texas Southern University's Mission

Texas Southern University is a comprehensive metropolitan university. Building on its legacy as a historically black institution, the university provides academic and research programs that address critical urban issues and prepare an ethnically diverse student population to become a force for positive change in a global society.

In order to achieve this mission, Texas Southern University provides:

- quality instruction in a culture of innovative teaching and learning
- basic and applied research and scholarship that is responsive to community issues
- opportunities for public service that benefit the community and the world.

Texas Southern University's Vision

Texas Southern University will become one of the nation's pre-eminent comprehensive metropolitan universities. We will be recognized by the excellence of our programs, the quality of our instruction, our innovative research, and our desire to be a contributing partner to our community, state, nation, and world.

Accreditation Standards

Accreditation by Southern Association of Colleges and Schools Commission on Colleges (SACS) Commission on Colleges signifies that the institution: (1) has a mission appropriate to higher education, (2) has resources, programs, and services sufficient to accomplish and sustain that mission, and (3) maintains clearly specified educational objectives that are consistent with its mission and appropriate to the degrees it offers, and that indicate whether it is successful in achieving its stated objectives.

Source: The Principles of Accreditation: Foundations for Quality Enhancement, 5th edition

Goal 1 Assessment Plan 2010-11 to 2012-13**1 Goal Description**

Improve operating efficiencies and fund utilization for students.

2 SLO Student Learning Outcomes/Objectives

SLO 1.1

Outsource the student refund process to a vendor that specializes in managing the student refund process in order to streamline the process and reduce costs.

3 Metric

Metric 1.1

Procurement process and schedule.

4 Target 2010-11

Target 1.1

Begin internal discussions and due diligence to initiate the procurement process.

5 Findings 2010-11

Finding 1.1

Held discussions with chief financial officer regarding feasibility of outsourcing and issuing an RFP.

Held discussions with various vendors regarding services provided.

6 Action Plan 2010-11

Action Plan 1.1

Will conduct meetings with chief financial officer and coordinate with the Procurement Department to issue an RFP.

7 Target 2011-12

Target 1.1

Obtain senior management's buy-in and approval and proceed with issuing an RFP, selecting a vendor, and obtaining board approval.

8 Findings 2011-12

Finding 1.1

An RFP was issued for ECard Services. Due to pricing, it was beneficial to continue to process payments through JPMorgan Chase ECard Services by using banner and evisions.

9 Action Plan 2011-12

Action Plan 1.1

Continue to negotiate rates with JPMorgan Chase.

10 Target 2012-13

Target 1.1

Held discussions with chief financial officer regarding feasibility of outsourcing and issuing an RFP.

Held discussions with various vendors regarding services provided.

11 Findings 2012-13

Finding 1.1

-Will continue to process payments through JPMorgan Chase ECard Services by using banner and evisions.

-Fees will be review and analyzed for reduction.

12 Action Plan 2012-13

Action Plan 1.1

Continue to negotiate rates with JPMorgan Chase.

13 Additional Reference Documents

Card Services RFP

Bank Analysis Statement

Goal 2 Assessment Plan 2010-11 to 2012-13**1 Goal Description**

To reduce banking and treasury materials and processing costs and improve operating efficiencies.

2 SLO Student Learning Outcomes/Objectives

SLO 2.1

Reduce check printing costs through a reduction of the annual volume of checks printed.

3 Metric

Metric 2.1

Number of checks printed.

Costs incurred for check stock.

4 Target 2010-11

Target 2.1

The volume of checks printed will be reduced by 10% resulting in an estimated reduction in check costs of \$172.92.

2010-11 Check costs= \$1,297.20.

5 Findings 2010-11

Findings 2.1

8,648 Checks printed.

Cost per check \$0.08+ \$0.07 to post check.

Saved \$432 in check cost compared to FY 10 with 11,528 checks printed.

6 Action Plan 2010-11

Action Plan 2.1

Continue to pay vendors via EFT to reduce check printing costs.

7 Target 2011-12

Target 2.1

The volume of checks printed will be reduced by 10% resulting in an estimated reduction in check costs of \$129.72.

2011-12 Target Check costs = \$1,167.48

8 Findings 2011-12

Findings 2.1

4,780 Checks printed.

Cost per check \$0.08+ \$0.07 to post check.

Saved \$580.20 in check cost compared to FY 11 with 8,648 checks printed.

9 Action Plan 2011-12

Action Plan 2.1

-A/P will continue to push vendors to sign up for direct deposit.

- The JPMorgan Chase ECard process will be generated before each student refund.

- Employees will be instructed to setup their direct deposit information through the Payroll Department. If not, a JPMorgan Chase ECard will be generated within 30 days.

10 Target 2012-13

Target 2.1

The volume of checks printed will be reduced by 10% resulting in an estimated reduction in check costs of \$116.75.

2011-12 Target Check costs= \$1,050.73

11 Findings 2012-13**Findings 2.1**

2,559 Checks printed. (As of 6/7/2013)

Cost per check \$0.08+ \$0.07 to post check.

Saved \$333.15 in check cost compared to FY 13 with 4,780 checks printed.

12 Action Plan 2012-13**Action Plan 2.1**

-A/P will continue to push vendors to sign up for direct deposit.

- The JPMorgan Chase ECard process will be generated before each student refund.

- Employees will be instructed to setup their direct deposit information through the Payroll Department. If not, a JPMorgan Chase ECard will be generated within 30 days.

13 Additional Reference Documents

Evisions Check Report

Check Stock

Goal 3 Assessment Plan 2010-11 to 2012-13**1 Goal Description**

To reduce banking and treasury materials and processing costs and improve operating efficiencies.

2 SLO Student Learning Outcomes/Objectives

Reduce monthly bank account analysis charges.

3 Metric

Bank account analysis charges.

4 Target 2010-11

Bank account analysis charges will be reduced by 15% resulting in an estimated cost savings of \$63,928.

5 Findings 2010-11

\$170,877 account analysis fees

Saved \$63,928.56 in charges compared to FY10 with charges totaling \$234,805.31.

6 Action Plan 2010-11

Will continue to identify banking costs savings to reduce bank analysis charges.

7 Target 2011-12

Bank account analysis charges will be reduced by 10% resulting in an estimated cost savings of \$17,087.70.

8 Findings 2011-12

\$151,459.90 Account Analysis Fees

9 Action Plan 2011-12

An RFP was issued for Banking Services. We will continue to use the current depository bank JPMorgan Chase due to fee pricing and negotiate rates each year by reviewing and analyzing the Account Analysis Statement with current AFP Codes.

10 Target 2012-13

Bank account analysis charges will be reduced by 10% resulting in an estimated cost savings of \$15,378.93.

11 Findings 2012-13

\$61,423.79 Account Analysis Fees (As of May 2013)

12 Action Plan 2012-13

We will continue to use the current depository bank JPMorgan Chase due to fee pricing and negotiate rates each year by reviewing and analyzing the Account Analysis Statement with current AFP Codes.

13 Additional Reference Documents

Account Analysis Statement