Deans' Top Budget/Reorganization Ideas

- For every scholarship and fellowship that we award to graduate students (thousands), we have to create a paper record bearing my signature that is mailed or hand-delivered over to financial aid and the bursar. Not only is it time-consuming to prepare all the documents, but things are often lost in transmission. A Web-based electronic workflow process would be much faster and more reliable.
- Consolidate the Tireman library in the COE administration building into the Zimmerman library holdings. This will not only result in cost savings but will also lead to improvements in service and access to educational materials for students and faculty.
- Better utilization of Law School space, particularly faculty offices and classrooms but also the clinic and administration.   After completion of the Hart Wing and renovation of remaining space, we thought we were set for years to come. Less than a decade later, we have no room for new faculty. The same is true for the administration area and the clinic which are both maxed out. Had we planned better, classrooms would have been more functional and the sizes we really needed. It was clear from the beginning we had not planned well. A clear example was the design of the moot courtrooms. We should also have planned for better energy efficiency and made the building a safer, more secure environment for its occupants.
- All UNM forms will be generated electronically, have the ability to fill them out electronically (not read only pdf), secure a digital signature, and route electronically. Savings in staff time to print out and process, mail delivery time and staff savings, less opportunity to "lose" the printed form, and savings in paper, printers, toner, etc.
- Consolidate service functions where similar skills are needed... fewer units across academic affairs dedicated to certain lower volume services where quality or reasonable turn around times will not be negatively affected. More collaborations in general.
- Purchasing--more use of P cards, evaluate need for multiple approvals (raise approval limits), and expand use of preferred vendors to get volume discounts.
- P-card limitations. . . if we had the ability to use a P-card for transactions such as student health insurance payments, we would be able to provide much faster and more accurate service. We've requested this ability but been denied. We'd be happy to take additional training in order to do this.
- While there are many positive things to say about systems UNM has implemented within the past few years - Banner, UNM Jobs, an automated time entry system - these have all added tremendously to the workload of staff throughout the campus.   For the most part, training and support have been weak. There was often a push to implement programs before they had been fully tested or understood. I would recommend nothing new be added without better planning, training, and additional staff resources. We have lost good employees because they feel they can no longer keep up with the workload. Many of these programs theoretically could be used to create efficiency, rather than increase workload, but they seem to have fallen short in that regard.

Deans' Top Budget/Reorganization Ideas

- Faculty Contracts (eliminate some of the paper and time consuming processes for hiring staff and faculty):
  - The triplicate forms need to go away. It is a waste of time typing up Contract Memorandums. Leave Without Pay Forms and other triplicate forms should not be needed since we use UNMJobs for most of the hires. There is an electronic Part Time Instructor Memorandum. Convert the other triplicate forms to electronic form.
  - Having to send a hard copy of paperwork when things can be attached in UNMJobs makes no sense. Especially since the paperwork often gets lost and we have to send duplicates of what was sent.
  - It would also be a lot easier if all of the hiring paperwork could be attached to the UNMJobs application for those who are applying for Non-Competitive Adjunct Positions. There is no reason to send hard copies of paperwork if it could be uploaded at the time of the application.
  - Trying to get a position number after using UNMJobs is a bit of a hassle. Is there any way the systems can talk to each other so that once you hire someone the system automatically asks for a position number. Would save time!
- A Web-based electronic workflow process and electronic forms that feed into Banner systems, to replace triplicate forms, hard copies, and multiple data entry steps. This applies to faculty and student contracts, staff hiring, scholarships and fellowships, and many other aspects of our work.
- Better access to data – easy and consistent availability of standard data sets, like ledger data – and an agreement that we work from those data only so we don' have to deal with constant new requests and formats.
- (2) Begin serious implementation of college-wide or university policies for mass purchasing of standard expenditures, including office equipment and supplies.
- Find a good consultant to analyze our processes and organization:
  Employ a good process control consultant to review our current practices, compare to industry best practices and change for the better. A glaring example is our patchwork of 41 different email systems. Many universities do all their email on Google's gmail system. A start point could be to conduct a survey of users of staff services (sample attached) to point us towards areas that could be improved. Perhaps the consultant could take the contract on a contingency basis, say 20% of first-year's savings, to avoid current cash outlay.
- UNM Jobs-Hiring Temporary/Part-Time faculty and students - make it easier, make it faster. Reduce paperwork.
  - Very user unfriendly, very time consuming, geared for people applying not hiring, send things through 3 to 5 times before input registers.
  - It has added new layer of work on top of what it takes to get TPT paid.
  - Hiring TPT: hiring the same people we hire every semester consumes huge amount of time, change system so we only have to enter new people being hired.
  - Takes up too much time to know where you are in the process and can't easily see what needs to be done.
  - Approval too slow.

Deans' Top Budget/Reorganization Ideas

- o Hiring students should be different and faster. They didn't need to be posted in the past and these hires were very quick. It can take 2 months to hire a student.
- Printing: Cost Recovery Fee
  University Libraries projects a net loss in providing "free printing" of over $150K annually. Students currently receive a $10 per semester printing credit on their LOBO card and are then charged 5 cents per copy, consistent with the IT print charges and policies throughout main campus. This was a change from the UL practice of charging 10 cents per page with no "free" copies. Phasing in a campus-wide cost recovery fee from the first page would eliminate the print subsidy while supporting campus sustainability initiatives. Encouraging faculty to eliminate class assignments in print form at the same time would substantially reduce students' need for this service (simple technology exists that allows grading and faculty comments on digitally submitted assignments).
- Focus increased efforts to generate new revenues through UNM continuing Education Customized Training, with special attention to IT training, Government and military contracts and contracts in serve to the health care industry.
- Completion of workforce reviews, unit by unit, with follow up to streamlining positions where possible and as vacancies occur over time. (Continuing Education has this project under way now).
- Generate all UNM forms electronically.
- Improve the UNM-Jobs process-especially for the hiring of adjunct faculty.
- Improve and streamline purchasing especially the use of P cards.