

Business Affairs •••• BULLETIN

“Improving the quality of life in the UT Dallas Community”



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The University of Texas at Dallas is an equal opportunity/affirmative action university.

As the incoming Vice President for Business Affairs, I have experienced an exciting first few months and been impressed with the enthusiasm and the undeniable potential embodied in UT Dallas. This University is at a turning point in its history under the leadership of President David Daniel with his vision for UT Dallas to become one of the nation’s best public research universities. As summarized in *Creating the Future: Our Plan*, the University has been challenged to move forward aggressively with initiatives to accomplish our mission.

It will take the collective effort of each member of the campus community to successfully create the future. Business Affairs is both enthusiastic and ready to begin the process.

You have already witnessed the beginnings of several Business Affairs initiatives. The first of new campus signage has been installed at the School of Management, the Erik Jonsson Academic Center, the Administration/Multipurpose Building, and Green Hall with more to come. Free DART passes are being distributed to faculty, staff and students. A Customer Service committee has been formed to develop guiding principles and provide recommendations on making UT Dallas a model of excellent customer service. We are analyzing work processes in order to improve financial and operational efficiencies.

What can you expect over the next two to five years?

Several new buildings/structures are planned:

- Student Housing Living/Leaning Center
- Student Dining Facility
- One-stop Student Services Facility
- Math, Science and Engineering Teaching-Learning Center
- Arts and Technology Building
- University Village/Shoppes

Improvements/Enhancements:

- Landscape enhancements
- 5-year parking plan
- Infrastructure improvements
- Continuation of renovation process

Let’s join together in making UT Dallas a model institution that will be recognized as one of the best! As a community we are proudly “One UT Dallas, Our UT Dallas!”

— Calvin D. Jamison, Vice President for Business Affairs

It's A Fact





UT Dallas Community News



The State Employee Charitable Campaign is off to a great start and you can make it even greater. Support your favorite charities by payroll deduction or through a one-time gift. The campaign runs through October 31. You can learn more on the SECC web site at <http://www.utdallas.edu/secc/>.

Campus Hotline/Assistance Numbers

Don't forget these important numbers in case you need help.

- To report a medical emergency, always dial 911.
- To contact the campus police for assistance (escort service, battery jump start, etc.), call extension 2331.
- To report a safety issue, call extension 4111 to speak to the Environmental Health and Safety Office.
- To report a non-compliance issue confidentially, when the process through normal administrative channels is not satisfactory, call the toll-free hotline at 1-888-228-7707.
- To contact the Employee Assistance Program for confidential, free assistance with work, family or personal problems, call 214-648-5330.

DART Transit Passes

Be sure you take advantage of the DART pass program that began this fall. UT Dallas faculty, staff and students are eligible for free transit passes from DART, Dallas Area Rapid Transit. This program offers transportation that is practical, reliable and cost-effective, as well as socially and environmentally responsible. Join the 3,200 members of the campus community who have already received their passes during the month of September. Register for your pass online at <http://www.utdallas.edu/dart/>.



Procedure Updates

Contribute to the Sick Leave Pool

One benefit of working at UT Dallas is the opportunity to participate in the sick leave pool. Eligible employees who suffer a catastrophic accident or illness can withdraw paid sick leave hours from the pool after their own paid leave runs out. The pool contains sick leave hours that have been generously donated by you and your colleagues. You can donate hours to the pool in 8 hour increments. For more information, contact Human Resources Management at extension 2221.

Act Now to Receive Your Form W-2 on the Web

New employees and those who did not participate in the electronic W-2 process last year can receive their Form W-2 electronically. Please visit the Human Resources Management web site for instructions.

If you participated last year, you do not need to consent again. However, you should visit <http://www.eprintview.com> to verify your email address. Log on with your social security number, the password you selected last year and use **0823** as the Employer PIN. If you do not remember your password, use the Forgot Password link.

Available Training from Environmental Health and Safety Office

Environmental Health and Safety offers more than 65 services to the UT Dallas community along with free training for faculty, staff and students. For more information on their programs and training, visit the Environmental Health and Safety website at:

<http://www.utdallas.edu/utdgeneral/business/safety>



Outstanding Employee of the Quarter

LYNN BUTLER

Lynn Butler in the Office of the Vice President for Business Affairs was the fourth quarter winner of the Dr. Larry D. Terry Award for Outstanding Business Affairs Employee.

Her nominators described Lynn as an incredibly stabilizing influence in the VPBA Office. This was especially evident over the past three years during which she has been the assistant to four different vice presidents. She has embraced change and assisted each vice president by quickly orienting them to myriad tasks and issues. Lynn always has a positive, can-do attitude.

Additionally, Lynn is a source of help and information for everyone in the University. If someone needs to know how to get something done, they call Lynn. Many times Lynn will just handle the issue for them. She is a shining example of an employee who provides excellent customer service.



The Dr. Larry D. Terry Award for Outstanding Business Affairs Employee was established to recognize outstanding performance and special achievements of Business Affairs employees.

Construction Updates

Project Watch

Listed below is a summary of several projects at various locations across the campus.

Activity Center: A new sidewalk has been added between the Activity Center parking lot and the School of Management. Additional sidewalk work is underway to improve ADA access to the building. (pictured left)

Berkner Building: Re-roofing is in progress. (pictured left)

Campus Signage: A sign was installed at the School of Management (pictured left) as part of new signage being placed across the campus to address public safety and provide easy identification of buildings. Additional signs have been placed at the Erik Jonsson Academic Center, Green Hall and the Administration/Multipurpose Building.

Center for Brain Health: Work is underway to finish the remodeling of the second floor of the building.

Founders and Founder Annex: The skywalk between the two buildings has been repainted and the windows resealed. (pictured left)

Green Hall: Maintenance was performed on the mechanical room equipment during the summer months.

NSERL: The parking lot south of the building has been completed.

Student Union: Drainage pipes have been rerouted adjacent to the building to reduce water leakage issues during heavy rains. (pictured below)

General Campus:

- Exterior doors and door hardware are being replaced on several buildings.
- Additional lighting is being added to Parking Lot G near the Library.
- Work continues on streets, parking lots and sidewalks.
- Flower beds are being prepared for fall plantings.



New sidewalk from Acitivity Center Parking lot to SOM.



Re-roofing of the Berkner Building



Dr. Calvin D. Jamison, Jay Silber and Jim Deutsch display the first of the new campus signs.



Repainting skywalk between Founders and Founders North Annex



Workers Installing Drainage Pipes by Student Union

Departmental Updates

New Faces in the Office of Finance

Welcome these new employees to our team!

Pictured left to right:

Chris Madon manages the University's plant and property funds. He is a UT Dallas alumnus with a B.S. in Accounting. Currently enrolled in the MBA program at Dallas Baptist



University, Chris also brings seven years of accounting experience to the Office of Finance.

Stephanie Williams maintains the Financial Records System (FRS) chart of account and reporting database. She has a

B.A. in Business from Langston University and over seven years accounting experience.

C. Glenn Baumann (not pictured) manages the University's treasury operations. One of his responsibilities is to assist the University community in developing enhanced cash and credit handling processes. He has a B.A. in Business Administration from Dallas Baptist University and an MBA from the University of Iowa.

A View of FY07 Year-End Closing

- Space survey of 2.5 million sq. ft. in preparation of the indirect cost proposal.
- \$43.3M revenue collected in Sponsored Projects and State Grants.
- Close to \$300M in revenue and expense transactions processed.



The above statistics give you a feel for the magnitude of the accounting for the recent year-end closing. On August 9, a coordination meeting was attended by 70 representatives of the business affairs, student affairs and academic areas. The purpose of this campus-wide meeting was to discuss all issues associated with the University's fiscal year-end. This meeting enabled the schools and divisions to achieve their year-end closing objectives and aided the Controller's Office in the collection of information required to produce compliant financial statements.



News from the Bursar's Office

The Bursar's Office, under the direction of Cheryl Friesenhahn, Director of Financial Services, and Rick Grant, Bursar, (pictured left to right) has been working to improve student services. Two exciting updates include:

Order Parking Permits Online!

The need to stand in long lines to buy parking permits is now a distant memory for students. Fall 2007 marked the first time students could order parking permits online and receive the permit by mail. This new feature, made possible with the use of MarketPlace, an online shopping cart style website, has been an option for faculty and staff since 2005.

Although only a small percentage (28%) of the 8,800 student permits sold this fall were made using the online option, that number should increase as more students learn about the new feature.

The number of faculty and staff parking permits sold online in fall 2007 totaled 599.

TouchNet and Enhanced Student Services

The University of Texas at Dallas has purchased additional enhancements for the current software system called TouchNet. This self-service student portal will include more options such as:

- User-friendly, single sign-in using student net id and password. Students will no longer need to log in to a second screen to utilize the webCheck option.
- Ability to apply for installment payment plan.
- Add guest users with ability to make student account payments.
- Automatic tuition payment plan from bank or credit card accounts.
- Direct deposit student loans and student refunds.
- User access to update direct deposit information.
- User access to billing history including notices of new bills.

Special Events



Emergency Preparedness Fair

On September 21, 2007, the Environmental Health and Safety Office and the University Police Department cosponsored the first annual Emergency Preparedness Fair as part of National Preparedness Month. Attendees were provided safety information and training on handling emergency situations by the Richardson Fire Department, CERT (Community Emergency Response Team), Campus Alert (emergency text messaging service) and Service Learning.

Annual Police Award Ceremony

The 8th Annual Police Award Ceremony was held on September 27, 2007. Dr. Calvin D. Jamison, vice president for business affairs, was the keynote speaker at the annual ceremony honoring Police Department outstanding employees.

The winners for 2007 include:

- Brass Pig **Officer Karl Zuber**
- Rising Star **Dorothy Miller**
- Top Gun (sharp shooter) **Allan Houser**
- Citizen of the Year **Juli Ayyad**
- Civilian of the Year **Steve Bettley**
- Guard of the Year **Jesse DeGuzman**
- Officer of the Year **Corp. Sergio Rodriquez**
- Supervisor of the Year **Sergeant Chris Dickson**
- Telecommunications Officer (TCO)
of the Year **Doug Johnson**
- Explorer of the Year **Jason Spradlin**

The Police Department unveiled an engraved police badge, shown by Lieutenant Steve Finney (pictured right), which will be mounted on the podium housed in their department. This piece will serve as a legacy item for the UT Dallas Police Department.



Juli Ayyad Receives Citizen of the Year Award.



Important Reminders

Flex Grace Period

You have a grace period through November 15, 2007 during which you may incur expenses against any funds remaining in your 2006-2007 medical expense reimbursement account. If you are not sure you have any balance left in your account for last year, you can check your UT FLEX account balance online by visiting the UT System Flex Plan at <http://www.payflex.com/utflex/>.

Check your Pay Stub

The benefit choices you made during the annual enrollment in July should be reflected in the deduction amounts you see in your October pay check. Please take a moment to check your online pay stub, verify the amounts, and contact Human Resources Management at benefits@utdallas.edu if you have any questions. To check your online pay stub, sign on to Galaxy and select "View Paystub" from the self-service links on the left side of the screen.

Use of Sick Leave Permitted for Parent-Teacher Conferences

You may use up to eight (8) hours of sick leave each calendar year to attend parent-teacher conferences for your children who are in pre-kindergarten through the twelfth grade. Ask your supervisor or contact Human Resources Management at extension 2221 for more information.



Tumbleweed invasion at Waterview Science and Technology Center



Geese at WSTC near Waterview Parkway

IT'S A FACT...

13,300 Pounds of chemical solvents managed for disposal or recycle by the environmental management section of Environmental Health and Safety Office

2,400 Full Time Equivalent (FTE) employees at UT Dallas

\$296,942,463 FY2008 Total Operating Expenses

