

# Business Affairs • • • • BULLETIN

*"Improving the quality of life in the UT Dallas Community"*



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[www.utdallas.edu/BusinessAffairs/BABulletin/](http://www.utdallas.edu/BusinessAffairs/BABulletin/)

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

## UNIVERSITY PREPARES BUSINESS CONTINUITY PLAN



Business Continuity Planning – what is involved and what is the impact on the University community? Ask yourself the following:

- How would the University handle the processing of your payroll checks if the campus was hit by a tornado and the payroll staff couldn't get to their office?
- How could students register for classes or pay their tuition bill if a disaster struck and web services were down for an extended period?
- How could the University continue to process purchases and pay vendor invoices if the procurement office building flooded and entrance into the building was prohibited?

The Business Affairs Office wants to make sure you know exactly what to do in case of an emergency. We are developing a Business Continuity Plan (BCP) to answer these questions and others in an effort to ensure that we have the ability to continue essential business operations without endangering our students, staff and faculty by allowing access to the campus during the aftermath of a disaster.

In the wake of recent weather disasters, a BCP is becoming more and more important to guarantee as little disruption as possible to the services we provide at UT Dallas. Business Affairs has started an aggressive effort throughout the campus to work with each department to document the University's BCP.

To prepare your input for business continuity, be thinking about how you can be effective in your job duties even if you can't get to your office. Answer the question "How can I still deliver high quality service even if I can't work in my office or if the main systems are down?" Some functions rely heavily on system availability and every effort will be made to bring up UT Dallas' systems in an alternate location on a timely basis. However, many functions can be successfully performed without system availability. A BCP taps into the creative side of each one of us and challenges us to solve problems that we hope we never experience. Business continuity is the responsibility of every person on campus.

President Daniel commented on the efforts to develop the BCP with the following thoughts.

*"Although The University of Texas at Dallas hopes to never initiate a disaster plan, we certainly need to be prepared for unexpected events. Business Continuity, during times of unplanned events, is a key responsibility of each of our jobs at UT Dallas. The Office of Business Affairs is in the process of developing UT Dallas' Business Continuity Plan as part of an overall plan with UT System."*

*Business Continuity ensures that the services we deliver are addressed during an emergency and that we have the least amount of disruption to the lives and schedules of students, faculty and staff. But an effective and executable plan requires input from faculty and staff. If you are asked to contribute, please give the requestor your full participation."*

For questions regarding UT Dallas' Business Continuity process, contact Cathy Setinsek at extension 2255.

## It's A Fact



## UT Dallas Community News

### Reaching Out in 2007! UT Dallas Service & Civic Participation

Since January 2007, the Office of Public Affairs has been promoting a new initiative entitled UT Dallas Service & Civic Participation. All UT Dallas students, staff and faculty are encouraged to visit [www.presidentialserviceawards.gov/s/ut/](http://www.presidentialserviceawards.gov/s/ut/) to create a login and begin tracking volunteer service hours in the community. Individuals who contribute outstanding levels of service will be eligible to receive awards at the end of the year.

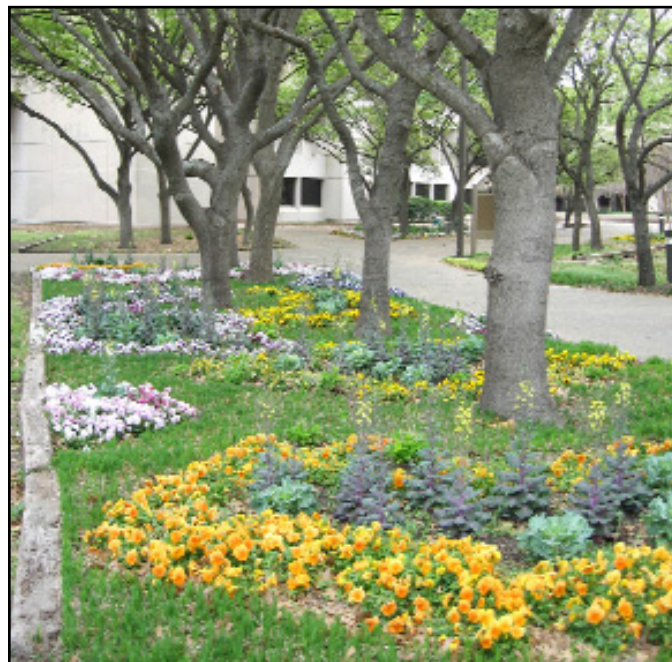
To date at UT Dallas, nearly 200 individuals have registered and over 10,000 hours have been logged. It is important that the University foster a spirit of community service. The UT Dallas Service & Civic Participation initiative is a great way for the University to showcase its volunteer spirit and to reward remarkable contributions.

In April 2006, UT System Chancellor Mark Yudof was appointed to serve on the President's Council on Service & Civic Participation. The purpose of the Council is to recognize the important contributions Americans are making through service and civic engagement. Since joining the Council, Chancellor Yudof has encouraged all UT institutions to participate and promote the Council's simple web-based method for individuals to record and measure ongoing volunteer efforts.

Toward the end of the year, awards will be given to individuals at UT Dallas who have contributed significant hours in the community. Award packages contain a personalized certificate, a lapel pin, a Presidential letter and a letter from the President's Council on Service & Civic Participation.



For more information, please visit the website for the Office of Public Affairs at [www.utdallas.edu/publicaffairs/](http://www.utdallas.edu/publicaffairs/). Questions can be directed to 972-883-2262 or [publicaffairs@utdallas.edu](mailto:publicaffairs@utdallas.edu).



### Search Underway for Vice President for Business Affairs

Dr. Daniel, Dr. Wildenthal, and the Search Committee have begun a national search for the Vice President for Business Affairs in cooperation with search firm Witt-Kieffer. Consultant Alice Miller spearheads the national effort and has not only placed advertisements but has also begun contacting highly successful business leaders both in academe and in the private sector. Witt-Kieffer will present a slate of potential candidates in early May, with airport interviews to follow in mid-May. Perhaps as many as three finalists will visit campus in the first week of June for meetings with the campus leadership and representatives from across Business Affairs.

The Search Committee membership includes:

Andrew Blanchard, Senior Associate Dean, ECS  
 Peter Bond, Assistant Vice President, Procurement Management  
 Christopher Dickson, Chair, Staff Council  
 James Gary, Vice President & CIO, Information Resources  
 Marilyn Kaplan, Senior Lecturer II, Management  
 Murray Leaf, Speaker, Faculty Senate  
 Wanda Mizutowicz, Associate Vice President, Finance  
 Hasan Pirkul, Dean, Management  
 Darrelene Rachavong, Vice President, Student Affairs  
 Myron Salamon, Dean, NSM  
 Felicity Lenes, Vice President, Student Government  
 Chuck Eisemann, Executive Director, Bank of Texas



## Tornado Facts



Tornado season will be upon us. Do you know the difference between a tornado watch and a tornado warning? Do you know how to keep safe?

### Tornado watch:



The National Weather Service issues a tornado watch when tornadoes are possible in your area. Remain alert for approaching storms. This is the time to remind family members where the safest places within your home are located, and listen to the radio or television for further developments.

### Tornado Warning:



A tornado warning is issued, by NWS, when a tornado has been sighted or indicated by weather radar. If a tornado warning is issued for your area and the sky becomes threatening, move to your pre-designated place of safety. Turn on a battery-operated or self-powered radio and wait for further instructions. Look here for further information concerning tornadoes in the weeks to come.

*Members of the Facilities Management Department pose in their new uniforms.*



## Outstanding Employee of the Quarter

### GEORGE AYLESWORTH

The second quarter of FY2007 recipient of the Dr. Larry D. Terry Award for the Outstanding Business Affairs Employee is George Aylesworth, who works in shipping and receiving.

His nominators wrote that the performance and reputation of the Central Receiving Department has been amplified with the employment of Mr. Aylesworth. George has benefited the University community by understanding that everyone has an important job and by making sure that their requests are treated respectfully and in a timely manner. He is consistent in all that he does as a receiving clerk. George is a self-starter, very detailed and a hard worker. He interacts well with the campus community and his coworkers. George is always willing to pitch in to get the job done.



*The Business Affairs Outstanding Employee Award was established to recognize outstanding performance and special achievements of Business Affairs employees.*

## Construction Updates



*Finished repairs to Rutford Avenue near the central energy plant.*



*Sprinkler systems in the basements of Administration Building.*



*Lighting improvements at the Waterview Science and Technology Building*



*Work continues on the Service Compound.*

### Project Watch

There has been a lot of activity on the campus.

The following projects were completed:

- Lighting upgrades along Drive A
- Repairs to Rutford Avenue near the central energy plant
- Renovation of parking lot lights at the Waterview Science and Technology Center
- Installation of sprinkler systems in the basements of the Berkner, Administration/Multipurpose and Engineering North buildings

These projects are in progress:

- Installation of permanent emergency generator at Administration/Multipurpose building
- Re-roofing of campus buildings, based on extensive study regarding best type of roofing for campus needs
- Installation of fencing around the central energy plant and exterior work on the building
- Interior design layout and utility work on the Service Compound
- Exterior work on the Berkner building
- Upgrading and replacing exterior lighting across campus
- Replacement of old water valves and pipes in campus infrastructure

Updates on new construction projects include:

- Student housing and dining facility in the planning and design stages
- Math and science building in conceptual stage





## Departmental Updates

### New Employees in Human Resources Management



(pictured left to right)

Christine Moldenhauer has responsibility for New Employee Orientation and will conduct other training as part of the employee development team. She transferred from the Callier Center and has prior experience at Colorado State University and the private sector. Christine's extension is 5328.

Lou Delcamp is responsible for assisting international students with tax compliance questions and assisting with office administration. Lou comes to UT Dallas from the Texas Department of Transportation. She can be reached at extension 2763.

Rena Read is responsible for reconciling a number of benefit accounts and auditing benefit reports. Rena joins UT Dallas from the U.S. Army. Contact her at extension 2605.

### Preliminary Information About Fiscal Year 2008 Medical Insurance Changes

As this issue goes to press, the UT System is waiting to see what the 80th Texas Legislature will decide regarding next year's medical insurance changes. While we hope to have final information ready by the time Annual Enrollment starts on July 1, 2007, here is a glimpse of what the medical plans *may* look like as of September 2007:

- Co-pays for family care *may* increase \$5
- Co-pays for emergency room visits *may* increase
- Co-pays for prescriptions *may* increase \$5
- Co-pays for mail order prescriptions *may* increase
- Out-of-pocket cost of dependent premiums *may* increase 10%

This preliminary information is based on actuarial estimates that our medical costs will increase about 15% through August 2008 and estimates of legislative action. Once it is clear what the Legislature will do this session, the UT System will be able to put together a final plan for the Chancellor's approval. Look for final information to be available after the legislative session ends.

### Online Tools

These online tools are available to make processes simpler:

1. StaplesLink – to order office supplies online
2. eShipGlobal – to process express shipments via DHL, UPS, Fed-ex; includes tracking & automated credit for late deliveries
3. QuickTrip – to book university travel airfare, car rental & hotel; new version now available which includes lowest price sort and “travelocity-like” simplicity

To sign up for access to any of these tools, send an email to [pbond@utdallas.edu](mailto:pbond@utdallas.edu) or [katies@utdallas.edu](mailto:katies@utdallas.edu)

### New Leadership in Contract and Grant Accounting

Mary Carter is retiring from UT Dallas this month after five years of devoted service. As Manager of Contracts and Grants Accounting, Mary helped to create a well run organization which ranks among the best in the UT System. Mary was recognized for her numerous contributions to UT Dallas by receiving the Dr. Larry Terry Outstanding Business Affairs Employee award in 2006.

Effective May 1, 2007, Ana Johnson has been appointed the new manager of contracts and grants. She has been employed by the University over the past five years, most recently as an accountant in the Office of Finance.



As an alumna, Ana is no stranger to the UT Dallas community. Ana obtained her MBA with a finance focus from the School of Management and is currently pursuing her MS in Accounting and Information Management to eventually sit for the CPA examination. Her outstanding efforts as a graduate student have been recognized locally by the Dallas Association of Financial Professionals and the National Society of Hispanic MBAs, among others. Ana remains committed to the University's mission and is involved with the Business Advisory Council for Students in Free Enterprise (SIFE) in the School of Management.

Prior to joining UT Dallas, Ana worked in the securities industry as a licensed securities dealer. Ana holds a Bachelor's degree in International Business and Economics from Harding University in Searcy, Arkansas. Please join us in welcoming Ana and wishing her success in her new position.

## Procedure Updates

### Purchasing Methods

There are four recognized methods for buying goods or services on behalf of UT Dallas:

#### Petty Cash

For purchases less than \$50, an authorized employee may secure the item(s) using personal funds and then seek reimbursement. A Purchase Requisition is completed with an authorized signature and the original receipt attached. This document is then presented for reimbursement to the Bursar's Office in the basement of the McDermott Library.

#### Small Order System (SOS)

Most departments at UT Dallas have been provided SOS privileges. The SOS is a purchase order form given to authorized departments which allows for the purchase of goods/services valued at less than \$500. It requires an authorized department signature before it is valid. Once the order is placed, the department must distribute copies of the SOS purchase order to the purchasing and receiving departments within 48 hours.

#### Purchase Requisition

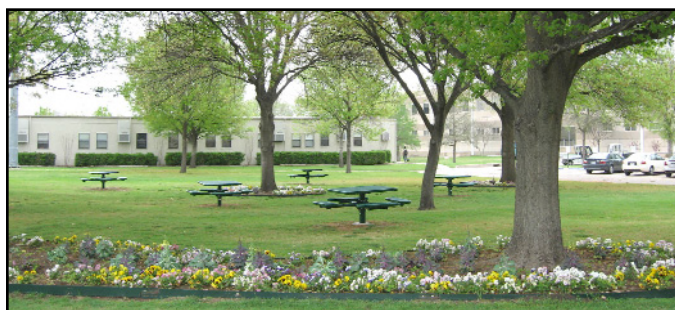
This is the normal manner of purchasing used at UT Dallas. The department determines its needs and either completes a hard copy form or fills out the online Purchase Requisition form at <http://vulcan.utdallas.edu/procurement/pmpr.asp>.

The requisition is approved by the account manager and sent to the purchasing section of Procurement Management for handling. Purchasing will place the order and provide the originating department with a copy of the purchase order (hard copy or electronic).

#### Procurement Card (MasterCard)

This credit card is issued to authorized individuals and used for purchases up to \$1,000. Making purchases with the procurement card results in reduced paperwork, automated chargeback and prompt payment to the vendor.

For questions, contact the Procurement Management Department at X2300 or email [purchasing@utdallas.edu](mailto:purchasing@utdallas.edu). We will provide timely customer service and help achieve your department's goals while keeping the University within the legal requirements of the law and UT System Policy.



### Will You Be Making an Insurance Change That Will Require an EOI during Annual Enrollment?

Some insurance changes require that you provide proof of good health or Evidence of Insurability (EOI). The EOI process begins July 1 and continues through July 31. As you review your insurance needs, consider the requirements below.

#### What is EOI?

Evidence of Insurability (EOI) is the medical documentation required by a carrier to determine if the participant's health condition meets the carrier's criteria to be approved for enrollment or for increasing the amount of coverage or adding dependents for coverage. Approval by the carrier is NOT guaranteed.

#### When is EOI required?

EOI is required when an employee/retiree:

1. Enrolls in or adds dependents to UT Select. EOI is not required when an employee, retiree and/or dependent enrolls in UT Select during Annual Enrollment AND is currently enrolled in another group health plan.
2. Enrolls or increases his/her Voluntary Term-Life coverage
3. Elects group life coverage for his/her spouse of \$25,000 or \$50,000 (not available to retirees)
4. Enrolls in short-term or long-term disability income coverage (not available to retirees)

### State Contract Airfare Changes Effective 4/1/07

The State Travel Management Program (STMP) has awarded the new state contracts for airfare. These fares are effective 4/1/07 and are primarily used by state travelers who fly at the last moment or make frequent changes to their flight arrangements. The fares are offered by capacity control (certain number of seats at a low price) or last seat available (normally slightly higher than capacity control fares). Our travelers are encouraged to book airfares in advance (14 days or more) to secure the lowest available rate whenever possible.

New domestic fares (each way by city pair, excludes federal taxes & surcharges) are available at:

[http://www.tbpc.state.tx.us/communities/procurement/program/stmp/stmp-airline-contract/Domestic\\_City-Pair\\_Listing.xls/view](http://www.tbpc.state.tx.us/communities/procurement/program/stmp/stmp-airline-contract/Domestic_City-Pair_Listing.xls/view)

New international fares (each way by city pair, excludes federal taxes & surcharges) can be found at:

<http://www.tbpc.state.tx.us/communities/procurement/program/stmp/stmp-airline-contract/International%20City-Pair%20Listing.xls/view>

## Special Events

### Heroic UT Dallas Employee Recognized

On March 2, 2007, Glen Van Noy was entering the Student Union when he thought he saw flames coming from the second floor. A sterno fuel burner had ignited a plastic lining on a food service cart situated outside the Galaxy Room. Mr. Van Noy, software system specialist IV in the Communication and Technical Services Department, courageously wheeled the burning cart outside the building. His heroism kept damage in the area to a minimum.



*Chief Ridge presents Glen Van Noy with a special recognition for his bravery.*

A brief ceremony was held on March 15 when the Office of Business Affairs, including the Police Department and Environmental Health and Safety Department, and the Office of Student Affairs showed their appreciation to Glen for his quick actions that saved university property.



### Business Affairs Stars Recognized At Employee Award Ceremony

Six employees were recognized for their special efforts at the Business Affairs Outstanding Employee Award Ceremony held in March. The following employees have been named as Business Affairs Stars for the second quarter of FY07 (pictured left to right):



BA Star	Department/Office
Nick Argueta	Facilities Management
Baldemar Flores	Facilities Management
Ana Johnson	Bursar's Office
Kwanza Campbell	Procurement Management
Doug Johnson	Police Department
Carolyn Miller (not pictured)	Human Resources Management

## Important Reminders

### Compliance Training Required Within the First 30 Days on the Job

New UTD employees are responsible for completing several compliance training modules within the first 30 days on the job. You can help yourself be successful on the job by promptly completing your training. If you supervise or work with a new employee, encourage them to take the time to complete their training. For more information, contact Human Resources Management at extension 2221.

### Receive Your Expense Reimbursement by Direct Deposit

For your convenience you may have your reimbursements for both business and travel expenses deposited directly into your checking or savings account. To request this service, complete the online form at: [www.utdallas.edu/utdgeneral/business/procure/eforms/EFTAuthform.pdf](http://www.utdallas.edu/utdgeneral/business/procure/eforms/EFTAuthform.pdf) and forward it to Accounts Payable in the Procurement Management Office.



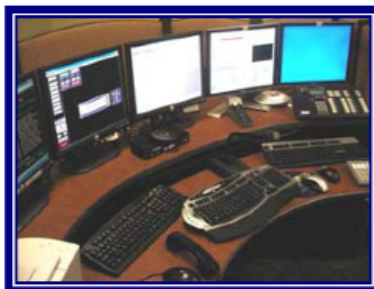
## Business Affairs Spotlight Department

### 911 Communications Division

The 911 Communications Division reports to the Captain of Administrative and Investigative Services. The Communications Division is staffed with eight non-commissioned Communications Officers, which include a supervisor and two Communications Training Officers. The Communications Officers are licensed by the Texas Department of Public Safety to access the Texas Law Enforcement Telecommunications System (TLETS). They utilize a newly constructed state-of-the-art facility and operate the latest technology in radio and telecommunications equipment.

The Communications Division provides the Lost & Found service to the University community. Telecommunications Officers (TCOs) also work with the Community Service Officers in the Student Patrol program to conduct weekly tests of the E-Phones, the emergency blue light phones located throughout the academic, athletic, parking lots and residential areas of the campus.

The new 911 Communications Center was built during the Summer and Fall of 2006. The new facility began operation on October 11, 2006.



TCO Doug Johnson  
Communications Supervisor



TCO Charlie Dawson  
1<sup>st</sup> Shift



TCO Wanda Payne  
1<sup>st</sup> Shift



TCO Talisha Murphy  
2<sup>nd</sup> Shift



TCO Andrew Smith  
3<sup>rd</sup> Shift



TCO Jason Spradlin  
3<sup>rd</sup> Shift



TCO Colton Rohloff  
Weekend Shift



TCO Gloria Schattle  
Weekend Shift

## IT'S A FACT...

22,355

Purchasing card transactions last fiscal year

\$5.2M

Amount paid to vendors for FY06 purchasing card transactions

4,866

Number of campus parking spaces

2 million

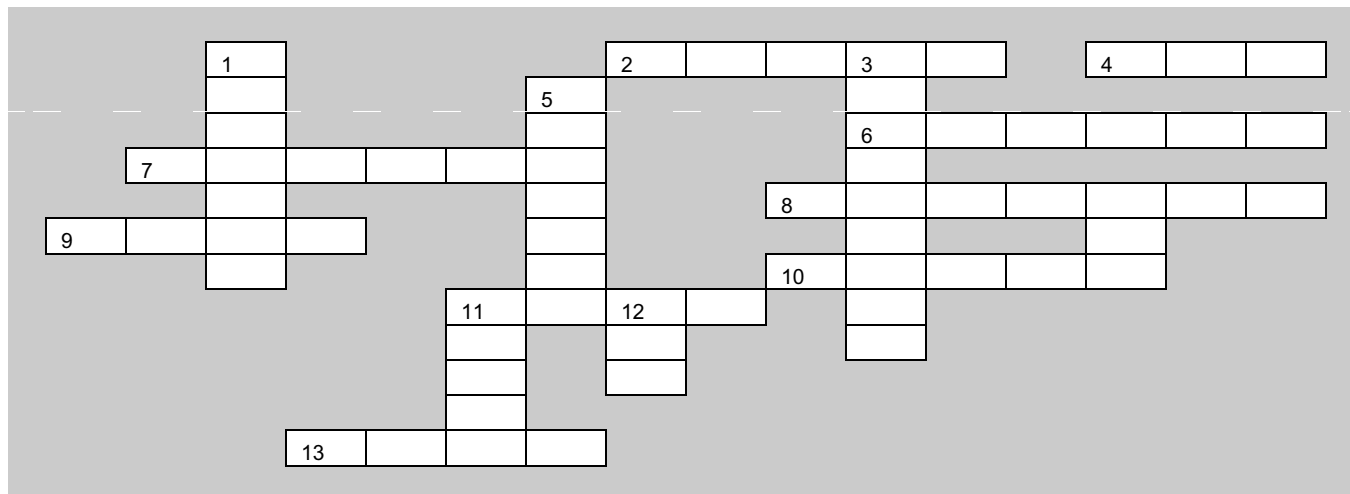
Pieces of mail handled by mail services during FY06





# How Well Do You Know Your UTD Police Department

All the answers to the crossword puzzle can be found on the Police Department website. The first five individuals who submit the correct answers will receive a prize from the Police Department and, if you are the first to respond with all the correct answers, you will receive a special prize. Fax your answers to the Police Department at extension 2568.



## ACROSS

2. New officer who graduated from UTD
4. Acronym for investigative unit of the PD
6. UTD officer killed on his way to work in May 2003
7. PD employee honored as a Business Affairs Star employee
8. New officer who is retired Air Force and worked for DCCCD
9. New officer whose sister, Serenity, works at UTD
10. Number of U.T. System components when first officers commissioned in 1968
11. UTD volunteers trained in emergency response
13. Corporal who supervises the crime prevention unit

## DOWN

1. Officer who recently accepted a position with Vanderbilt University
3. UTD students trained and who compete in police procedures
5. Officer who recently received a CARE award
11. Federal Act that requires the PD to distribute annual crime stats and policies
12. Self defense for women offered by UTD PD

NOTE: UTD Police Department Staff are not eligible to participate for prizes.

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_