

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.

Vice President for Business Affairs Named

The coming transition in leadership in the Office of Business Affairs creates a positive mix of feelings for me: appreciation and gratitude for the excellent leadership provided by Jody Nelsen, and excitement and confidence in our new Vice President, Dr. Calvin Jamison.

When I asked Jody Nelsen to take on the job of Interim VP, I set her a difficult task. We were all still mourning the sudden and tragic loss of Dr. Larry Terry, yet facing the urgent and pressing business of the University that had to move forward. I knew that Jody Nelsen would handle the challenge superbly, and she did. Always steady, always thoughtful, and never ill-prepared, Jody approached each demand as a true professional. I shall always be grateful to her for a job very well done, and appreciative of her continuing contributions.

When I first met Dr. Calvin Jamison during the interview process, I was immediately impressed by his intelligence, approachable manner, and high level of preparation. As I got to know him better, I came to appreciate his strong sense of team work, respect for others, knowledge of complex organizations, and experience in addressing problems ranging from the minor "brush fire" to major political controversy. He is a highly skilled, experienced, professional administrator who will, I know, bring much knowledge to UT Dallas that will help us to continue to improve and evolve into an even better organization. I know that, like me, you'll enjoy getting to know him and working with him.



Thank you, Jody, and welcome, Calvin!

— Dr. David E. Daniel

It's A Fact



UT Dallas Community News

FY 2008 Employee Holiday Schedule

The following University holiday schedule has been approved by UT System.

Holiday	Date	Day of Week
Labor Day	September 3, 2007	Monday
Thanksgiving Day	November 22, 2007	Thursday
Day after Thanksgiving	November 23, 2007	Friday
Christmas Eve	December 24, 2007	Monday
Christmas Day	December 25, 2007	Tuesday
Day after Christmas	December 26, 2007	Wednesday
Winter Holiday	December 27, 2007	Thursday
Winter Holiday	December 28, 2007	Friday
Winter Holiday	December 31, 2007	Monday
New Year's Day	January 1, 2008	Tuesday
Martin Luther King, Jr. Day	January 21, 2008	Monday
Memorial Day	May 26, 2008	Monday
Independence Day	July 4, 2008	Friday
Floating Holiday *		

*Floating Holiday: A one day floating holiday (8 hours for full-time employees) is included in the FY 2008 holiday schedule and may be used at any time during the fiscal year with the prior approval of the employee's immediate supervisor. The floating holiday hours should be used by August 31, 2008 but may be carried over to the next fiscal year if not used.

Federal Minimum Wage Increases

On May 25, President Bush signed a bill amending the Fair Labor Standards Act (FLSA) to increase the federal minimum wage in three steps: to \$5.85 per hour effective July 24, 2007; to \$6.55 per hour effective July 24, 2008; and to \$7.25 per hour effective July 24, 2009. According to records in Human Resources Management, all UT Dallas employees currently earn more than \$5.85 per hour, so the first step of the increase will not affect the University. For more information about changes to the minimum wage, contact Nancy Bowles in Human Resources Management.



Can you find the five baby owls hiding in a tree near Administration Multipurpose Building?

Important Reminders

Annual Benefits Enrollment

You can make changes in your benefit plan for FY 2008 during the month of July. Check the Human Resources Management Web site for the latest information about plan design, premium changes and open enrollment for short-term disability and long-term care. If you are enrolled in UTFLEX and want to continue participation, you must re-enroll. All other coverage continues from year to year until you cancel that coverage. The last day to make a change is July 31.

Verify Annual Leave Balances

As you plan summer vacation dates, remember to check your annual leave maximum carry-over hours. On August 31, hours that exceed the maximum carry-over roll into sick leave.

Employees with total state service credit of:	Hours accrued per month	Maximum* carry-over hrs.
Less than 2 years	8	180
At least 2 years but less than 5	9	244
At least 5 years but less than 10	10	268
At least 10 years but less than 15	11	292
At least 15 years but less than 20	13	340
At least 20 years but less than 25	15	388
At least 25 years but less than 30	17	436
At least 30 years but less than 35	19	484
At least 35 years or more	21	532

*Maximum carry-over hours to next fiscal year. The maximums listed are based on full-time employment. Part-time employees' carry-over rate is based on your appointment percent.

Please email benefits@utdallas.edu with any questions.



Outstanding Employee of the Quarter

SERGEANT CHRIS DICKSON

The winner of the Dr. Larry D. Terry Award for Outstanding Business Affairs Employee for the third quarter was Sergeant Chris Dickson, UT Dallas Police Department.

His nominators describe Chris as an employee who has demonstrated his willingness to go above and beyond in all that he does. Although he works night shift for the Police Department, Chris never hesitates to stay during the day to handle his commitments to various organizations and campus committees on which he serves. Chris is the Chair of the Staff Council and is a representative to the UT System Employee Advisory Council. His positive attitude and dedication help to make a difference in the UT Dallas community.



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



A back-up generator was installed behind Administration/ Multipurpose Building (pictured above) while workers reseal windows at the front of the building (pictured below).



Project Watch

- **Founders Stage 3 Renovation:**
Construction is set to start in December 2007 with a completion date of December 2008. Relocation of personnel has already commenced. Additional programming and design effort is anticipated.
- **Science and Math Building:**
Construction is scheduled to start in April 2008 with an estimated completion date of April 2010.
- **Student Housing:**
Work is scheduled to start in January 2008 with a planned completion date of April 2009. A sketch of the proposed building can be found on page 7.
- **Food Services:**
The work schedule coincides with the schedule for the student housing.
- **Berkner:**
The HVAC and interior work is nearing completion. Work to install a new roof is scheduled to begin in July 2007.
- **Service Compound:**
The plans for the shops interior have been finalized and given the green light. The Facilities Management interior is in the architectural final design stage.
- **General Campus:**
There are a number of projects in the planning/design phase that will be commencing soon; i.e., People Soft student system project space, Hoblitzelle Hall lobby improvements, Central Energy Plant fencing and louver removal, Communications Office, McDermott Library improvements, and ATEC acoustical office/classroom space.

Several maintenance/repair projects are continuing across the campus including sidewalk repairs, replacing seals to waterproof around windows and roof repairs.

Workers are repairing the roof of the Visual Arts Building.



Departmental Updates



Officer Karla Beckner and Officer Mark Routson

Police Academy Graduates Ranked No. 1 and 2

After six month's training at the UT System Police Academy in Austin, two UT Dallas cadets graduated in June. Officer Mark Routson and Officer Karla Beckner were ranked first and second in their class. Congratulations to both new officers!

Work Continues on Facilities and Administrative Rate Cost Proposal

Facilities & Administrative (F&A) costs recovery revenue is used to support and increase research activities at UT Dallas. This revenue is an important source of income and will become even more significant as the base of sponsored programs increases.

F&A revenue represents the recovery of F&A costs which are incurred for common or joint University objectives. Examples of F&A costs include operating expenses associated with general and administrative divisions such as the president's office or the business affairs office; centralized services such as the libraries, facilities operation and maintenance, health and safety, police department; school deans' offices; sponsored projects' administration; and, other major costs such as utilities and depreciation on buildings and equipment. As these costs cannot be readily and specifically identified with a particular sponsored project, they can not be proposed and therefore billed to the sponsors as direct costs.

The federal government allows universities to recover a portion of its F&A costs through a rate applied to the direct costs funded by the sponsors. The rate consists of two major components: the general and administrative expenses component, which is capped at 26 percentage points, and the facilities expense component which is uncapped. Because the

facilities costs component of the rate is uncapped and most universities consistently exceed 26% of the general and administrative expenses cap, the facilities component drives the calculated F&A rate.

UT Dallas' F&A rate is periodically negotiated with the Department of Health & Human Services, our cognizant federal audit agency. The negotiations are usually performed once every three years, depending on the agreed upon terms. The University's next F&A cost proposal is due no later than February 28, 2008 on cost data for fiscal year 2007.

During the past two months, considerable progress has been made towards the completion of our F&A proposal. Representatives from schools and departments have finished reviewing, correcting and functionalizing the space under their control. The results of this effort will provide the basis for the facilities expenses portion of the rate. Our staff have analyzed the FY07 cost data and categorized it into the direct and the indirect cost pools. We are in the process of matching the cost data to the space data to detect any inconsistencies or omissions. We plan to complete the proposal as soon as our FY07 costs are final, which will be around October or early November time frame. Our goal is to have the new F&A rate negotiated by the end of the calendar year. If you have any questions, please contact the Office of Finance.



*Sidewalk repairs have been completed
near the Classroom Building.*

Procedure Updates

Procurement Management Deadlines for Fiscal Year 2007 Close Out

Please take note of the following year-end deadlines:

- August 7 Purchase Requisitions \$25,000 & greater with FY07 funds
- August 14 All other Purchase Requisitions with FY07 funds
- August 17 Purchasing Card transactions w/ FY07 funds (with ability to change acct number) and large print jobs from FY07 funds
- August 20 SOS orders (order placement) with FY07 funds
- August 22 Last day to submit small print jobs to the Print Shop for FY07 billing
- August 24 SOS paperwork, A/P Vouchers, Travel Vouchers must be presented to Accounts Payable for payment in FY07; documents received after 8/24 will be accrued in FY07
- August 24 StaplesLink order deadline
- August 31 August airfare cutoff to be accrued against FY07 budget

Please contact the Procurement Management Office with any questions. Call 972-883-2300 or visit us online:

www.utdallas.edu/utdgeneral/business/procure/



Moving? Getting Married? Had a Baby?

Keep your personal information up to date. Summer is a busy time – a time when we schedule big events like a move to a different house or apartment or maybe a wedding. Because we are so busy, it might be easy to forget to keep your information up to date. If you have made any big changes or plan to soon, don't forget to contact Human Resources Management to update your information, including changes in name, address, dependents, and beneficiaries.

Human Resources Management Customer Satisfaction Survey

In September 2007, Human Resources Management (HRM) conducted a survey in an effort to improve their service to the University community. As a result of the survey findings, HRM will undertake three projects designed to improve customer service.

- **HRM staff will participate in customer service training.** The employee development staff led by David Gleason will develop and lead the HRM staff in customer service training.
- **HRM staff will develop and implement a “timely response plan.”** A committee of HRM customer service representatives will analyze the survey data, develop a plan to improve the timeliness of HRM services, and lead the HRM team in implementing the plan.
- **HRM launches new web page.** Comments from the survey indicated that a growing number of customers are turning to the HRM Web page for service and that the Web page was in need of improvement. The revised and improved Web page is located at <http://www.utdallas.edu/hrm/>.



Special Events



Backpack Buddies Campaign

During the work week of April 16-20, the University collected food items that could be used to fill the backpacks of elementary school-aged children to take home on the weekends. The Administration/Multipurpose Building staff collected 1,495 pounds of food for the service learning project sponsored by the North Texas Food Bank.

Pictured above are staff members delivering food to the collection area.

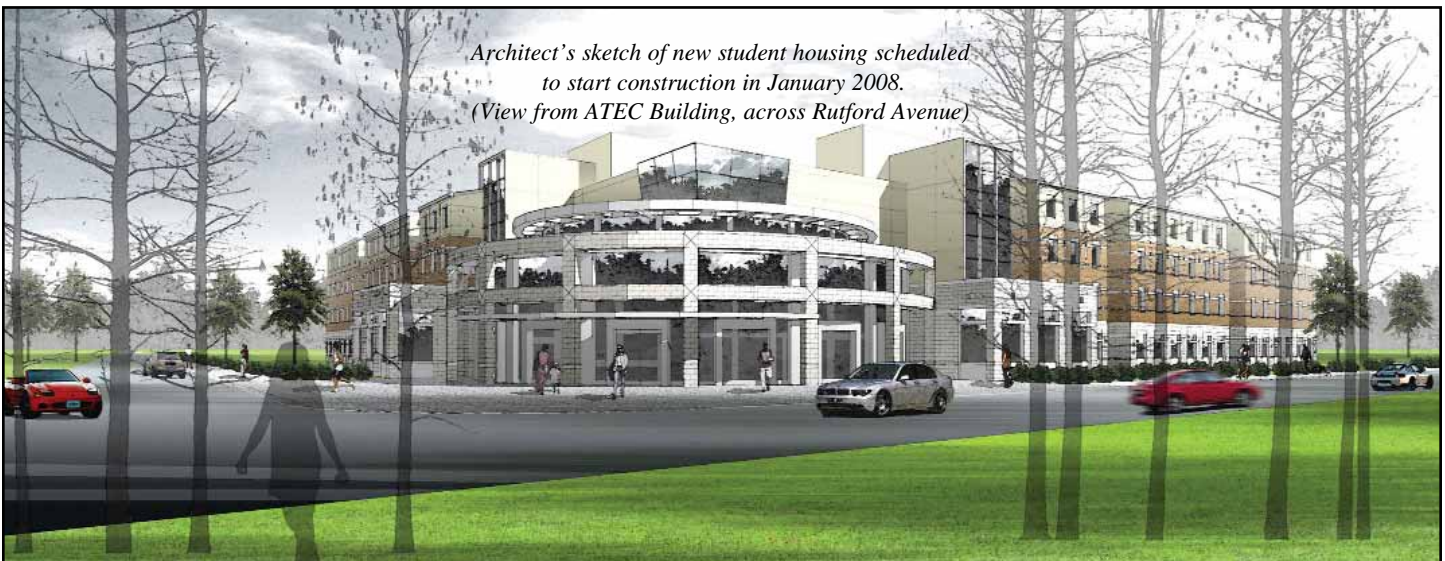


Business Affairs Stars Recognized

Six employees were recognized at the Third Quarter Business Affairs Outstanding Employee Award Ceremony for their special efforts in their areas.

The BA Stars include (pictured left to right):

<u>Name</u>	<u>Department/Office</u>
Doug Shedd	Contracts & Grants Accounting
Donna Lane	Copy Center
Debbie Sauer	Facilities Management
Leroy White	Recycling Program
(Not pictured)	
Raul "Sergio" Rodriguez	Police Department
Kelly Zimmerman	Human Resources Management



Architect's sketch of new student housing scheduled to start construction in January 2008. (View from ATEC Building, across Rutford Avenue)

Business Affairs Spotlight Department

Custodial Division of Facilities Management

The Custodial Division, headed by Bron Clayton, consists of both the Aztec Custodial Service staff and UT Dallas staff in the areas of recycling and housekeeping.

Members of the recycling staff include Jose Canas, Rodger Dunavin, Antonio Vlasquez and Leroy White. They are responsible for the regular pick up of papers collected in the recycle boxes around the campus. They also work with Waterview Park Apartments on a recycling program.

The UT Dallas Custodial staff group includes Guadalupe Aquilar, Josefa Banda, Maria Duran, Marta Larin, Luisa Ortega, Abigail Ramirez, Keisha Reedy, Hermelinda Saucedo and Maria Valencia.



Photos of the custodial services staff in action.

IT'S A FACT... 10,000+ lbs. of paper is shredded by Brinks as part of the mass destruction of records according to the records retention schedule

