

Business Affairs • • • • BULLETIN

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



Section Page

Top Story	1
UT Dallas Community News	2
Procedure Updates	2
Audit & Compliance Corner ..	3
Outstanding Employee of the Quarter	3
Construction Updates	4
Important Reminders	5
Special Event	6

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

Campus Transformation Continues!

“Pardon Our Progress!” continues to be the operative term when describing the transformation of the UT Dallas campus. At no time in recent history has this campus seen the level of growth and excitement that characterizes what we are now experiencing. Substantial progress is being made on the new Student Housing Living-Learning Center and dining facility, scheduled to open in fall of 2009. We broke ground on the new Math, Science, Engineering Teaching (MSET) Center on Oct. 28, Founders Building renovation is underway, and ground-breaking is scheduled for the Campus Enhancement Project on Nov. 20. Coming soon are the new Student Services and Arts and Technology buildings.



Indeed, we will be asking all to **“Pardon Our Progress!”** It will be a little messy, sometimes noisy, and often congested; however, the end product will be the continued evolution of a phenomenal campus with great facilities, both academic and residential.

The much-needed space is very timely with campus enrollment exceeding 15,000 students for the first time in the University’s brief 39 year history. The message is clear; UT Dallas is no longer a well-kept secret as new faculty, staff, and students continue to discover this jewel of a campus with a skyrocketing reputation. We are making history every day and building a legacy of excellence that is truly exciting. In addition to the boom in construction, our internal infrastructure is improving with the implementation of TouchNet and PeopleSoft, just two of several systems to streamline the University’s business processes for faculty, staff and students.

This edition of the Bulletin captures the diversity of initiatives presently underway on campus. We will soon roll out the customer service and wellness initiatives (don’t forget to pick up your pedometer in Human Resources). We have partnered to maximize resources with UT System and Fisher Scientific; Human Resources Management provides important reminders for a productive experience at UT Dallas; and the Police Department focuses on campus and community safety with another successful “National Night Out.” There is a spirit of excitement throughout this campus and community! The next few years, while a little disruptive, will forever change the University. UT Dallas is **Creating** an extraordinarily bright **Future**. In the meantime, please **“Pardon Our Progress!”**

Sincerely,
 Dr. Calvin D. Jamison
 Vice President for Business Affairs



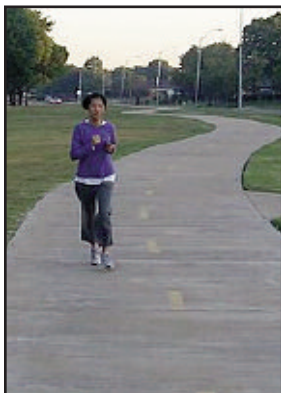
It's A Fact



Page 6

UT Dallas Community News

Start Walking



Research shows that walking can help prevent many leading causes of illness, improve the quality of your sleep, elevate your mood, decrease tension headaches, and improve the appearance of your skin by increasing circulation. It's also a great way to manage your weight and get active with family and friends.

So what are you waiting for? Add 2,000 steps to your day and start enjoying all the healthy benefits of walking! Need help counting steps? Get your **FREE** UTD CARES pedometer. Contact Vivian Rutledge at extension 2128 or Roxanne Minnish at extension 2106 for more information. Offer good while supplies last.

Spirit Rock – It's as Easy as ABC

By now you've seen Spirit Rock transform from a solitary boulder to a family of three. And you have read the story on why it happened. Now we'd like to give you the picture of how it happened. It's as easy as ABC...



Procedure Updates

UT System Supply Chain Alliance Negotiates Contract with Fisher Scientific

The UT System Supply Chain Alliance negotiated a new contract with Fisher Scientific based on the combined buying power of the entire UT System, which totals approximately \$24M. The contract includes 8,000 "hot list" products as well as the entire Fisher catalog. It ensures your lab is paying the lowest price across all UT health institutions or State of Texas contracts. Pricing and discounts are firm through December 2008. There will be no shipping, delivery, return, or restocking fees. Avoiding these "hidden fees" is a cost advantage if you are purchasing products direct from manufacturers or distributors who charge freight. With rising fuel costs, this feature is certainly significant. Please contact Paul Watson with any questions (pwatson@utdallas.edu).



AUDIT AND COMPLIANCE

corner

Risks are always present in any organization, and higher education is no different. In general, a risk is anything that keeps us from achieving our goals and objectives. Here at UT Dallas, one of our goals is to become a tier-one research university. Fortunately, we can all do our part to help mitigate risks at UT Dallas and help achieve our goals! For example:

- **Information Security** – If we don't take steps to protect information stored on our computers, we may have to respond to security breaches and exposure of confidential data related to students, employees or research. The Office of Information Security has free tools available for scanning and protecting any confidential/sensitive information. Refer to utdallas.edu/ir/security/ or call extension 6880 for more information.
- **Family Educational Rights and Privacy Act (FERPA)** – FERPA is a federal law that protects the privacy of student education records. If we violate this law, we could face lawsuits, a misdemeanor conviction or loss of federal funding. For faculty and staff members, it is important to know and understand the types of student information covered by the FERPA regulation. Additional information can be obtained at utdallas.edu/finance/bursar/ferpa.html or by emailing the UT Dallas FERPA Compliance Officer at records@utdallas.edu.
- **Account Reconciliations** – Failure to reconcile departmental accounts in a timely manner could lead to increased risks of the misuse of university funds. UT Dallas guidelines require reconciling your accounts generally within one month after receiving the reconciliation reports from the Office of Finance. Account reconcilers and reviewers should remember to both sign and date the reconciliation and review and maintain the back-up documentation. If you need help with reconciling your accounts, please contact the Office of Finance at extension 2683 or Internal Audit at extension 2693. Policy/guidelines for account reconciliations are available at utdallas.edu/finance/main/procedure-acctrecon.html.

Outstanding Employee of the Quarter

RICK GRANT

The fourth quarter winner of the Dr. Larry D. Terry Business Outstanding Employee Award is Rick Grant, bursar.

Nominators wrote that Rick's intelligence, creativity, hard work, and attention to detail played a major role in the successful and on-time implementation of the TouchNet software upgrade. He played a key role in the implementation of the new parking system software. Rick was described as an employee who is always willing to take on new tasks and who strives to promote efficiencies in the operations of his department.

Congratulations to Rick Grant!



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

Major University-Managed Construction Projects:

Projects in the planning phase:

- A concept study for a proposed “U Teach Dallas” program was completed.
- A study of the Callier Center (South) building electrical system is underway.

Projects in the Design Phase:

- Design has commenced on a project for the replacement of the steam and chilled water utility service to the Cecil and Ida Green Center.
- Design is continuing for a new Materials Accumulation Facility.
- Design is nearing completion for a renovation of the Founders North - old kitchen area.

Projects in the Bidding Phase:

- Bids were due Oct. 21, 2008, on a project for relocation upgrades to the campus medium voltage electrical distribution system.

Projects in the Construction Phase:

- Asbestos removal and renovation of the Founders Building is continuing with completion scheduled for early January 2009.
- A contract has been awarded for the construction of a new MP/AD parking lot.
- A contract has been awarded for a new parking lot for the School of Management (SOM).
- The NSERL first floor biology build-out and the media kitchen expansion have been completed. The second floor media kitchen expansion is also nearing completion.
- A project to construct two new offices on all four floors of NSERL has commenced with an expected duration of approximately 60 days.
- All the underground utilities and foundation work has been completed on the new Facilities Management Building.
- The renovation of the McDermott Suite is continuing. Carpet replacement and installation is scheduled for late October 2008.
- Construction has begun for a modular unit addition to the Office of Facilities Planning & Construction (OFPC).
- Roof replacement projects will commence during October for both the Conference Center and Hoblitzelle Hall.



Ground-breaking ceremony for the new Math, Science, Engineering Teaching (MSET) Center on Oct. 28, 2008

The beginning of construction of the Dining Hall at the Student Union



Construction Updates

Update on Major Construction Projects Underway:

- Work is continuing on both the Student Housing Living-Learning Center and the Dining Hall at the Student Union with an anticipated completion date of August 2009.



The cleared site of the Student Housing Living-Learning Center, Sept. 1, 2008

The first floor and the tower for the stairs, Oct. 1, 2008



The second floor is started, Oct. 15, 2008

Important Reminders

Medical Flex Grace Period

You have a grace period through Nov. 15, 2008, during which you may incur expenses against any funds remaining in your 2007-2008 medical expense reimbursement account. If you are not sure that you have a 2007-2008 balance in your account, you can check your UT FLEX account balance online by visiting the UT Flex web page.

utflex.payflex.com/mypayflex/

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 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.

utdallas.edu/hrm/benefits/sickleavepool.php5

Parent-Teacher Conferences Eligible for Sick Leave

You may use up to eight 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.

utdallas.edu/business/admin_manual/pdf/D61700.pdf

Special Event

UT Dallas National Night Out Against Crime

On Oct. 7, UT Dallas participated in the National Night Out Against Crime program. The event was co-sponsored by the UT Dallas Police Department, the Office of Student Affairs, the Residential Life Office and University Village. The evening included a police department information table featuring helpful ideas and literature on campus safety, a Project ID area to engrave identification on bicycles, and a police-manned dunking booth.



Lt. Chris Dickson, a.k.a. Staff Council president, sits in the dunking booth.

Students gather for the National Night Out.



IT'S A FACT...

- 2,700** Typical number of weekly trips on Comet Cruiser during spring semester
- 7,700** Number of trips taken on the Comet Cruiser the first week of this semester
- 29,640** Number of times riders boarded the Comet Cruiser in September

