

Business Affairs ••••• BULLETIN



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utdallas.edu/businessaffairs/bulletin

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

Tier One University demands Tier One Infrastructure!

It has been said that a university campus is a like a small city. It must be able to address all the key components needed to keep that city functional. There are streets and sidewalks, human resources management, budget and financial systems, procurement of goods and services, public safety and managing the environmental issues.

The University's quest to move to Tier One recognition is like a city working to achieve All-American status, attracting corporations to relocate their respective businesses, drawing residents and tourists with the unique characteristics.

The Tier One journey requires a similar demand of having the appropriate infrastructure in place to live up to that status designation. From the individuals who ensure our buildings are clean and our grounds well groomed to those providing security to the campus, to President Daniel who provides the ongoing vision, there must be undeniable commitment to excellence in all that we do.

To attract outstanding faculty, staff, and students we must have good human resource management systems including competitive compensation, benefits, and training. We must have appropriate space that is efficient and well managed for conducting research. We must have outstanding accounting and reporting systems to respond to the demands associated with the multitude of grants.

UT Dallas, in all aspects mentioned, is moving toward that Tier One status with an infrastructure that promises to greatly enhance not only the look of the campus, but the way our systems function to deliver the many services demanded by our customers. The implementation of our new PeopleSoft HR/FIN System promises to add much needed functionality.

This issue of the *Business Affairs Bulletin* includes the dedication of the new Residence Hall and the Dining Hall. It also highlights the first class to complete the customer service certification training, the ongoing construction updates, and the recognition of UT Dallas police officers who went above and beyond the call of duty during Hurricane Ike. This edition also includes the outstanding employees of the second and third quarter, David Gleason, Human Resources Management, and Marcos Negrete, Facilities Management.

We are transforming this campus at a record pace in both the physical plant and improved system integration. More importantly, we are achieving this with the quality that a Tier One University demands. The journey continues with the UT Dallas confidence and swagger leading the charge!

Dr. Calvin D. Jamison
Vice President for Business Affairs



IT'S A FACT



COMMUNITY NEWS

New Dining Hall and Meal Plan Information

Dining Hall

The University's new Dining Hall, dedicated on Sept. 10, offers several new meal plan options including ones geared especially for faculty and staff members.

Open seven days a week with seating for more than 400 diners and all-you-care-to-eat fare, the Dining Hall allows patrons to fully experience their meal selection with all five senses. Weekly events, programs and thematic meals add to the festive atmosphere.

The Dining Hall servery is divided into seven different sections. "Tera Vê" features vegetarian and vegan options, "The Kitchen" offers home-style fare and grilled-to-order items, "Fresh Market" overflows with salad and soup bars and "Trattoria" showcases a selection of real brick-oven pizzas, along with pasta and other hot delights. Freshly baked breads and desserts are served in "The Bakery," while in "My Pantry," diners can make their own waffles or choose made-to-order omelets. Finally, "Tortilla Station" dishes out traditional Tex-Mex fare. There are also soft-serve ice cream and yogurt station options.

A separate room in the Dining Hall provides a semi-private dining area for faculty and staff, including invited guests and students. The dining room doubles as a lovely new event space, equipped with a sliding room divider that allows faculty and staff dining throughout the day as well as event and meeting space. Full use of the room (both sections combined), which accommodates 140 seated or 240 standing, is available for events after 5 p.m..

Small groups can use the Dining Hall meeting room that seats 15. Students and student groups have first reservation priority of the small-group meeting room.

For more information, visit UT Dallas Dining Services at utdallas.edu/dining, or call 972-883-2269.



Faculty and Staff Meal Plans

Dining Dollar Plans for faculty and staff operate like a debit account with a declining balance and can be used in the Dining Hall, the Comet Café, The PUB or Coffee Corner. Dining Dollars balances roll over from the fall semester through the summer terms, but not from one academic year to another.

As a special limited promotion for the 2009-2010 academic year, bonus Dining Dollars are offered with each new sign-up. The Dining Dollar plans are:

The Cosmic Comet: \$50 Dining Dollars + an extra \$5

The Green: \$100 Dining Dollars + an extra \$15

The Orange: \$200 Dining Dollars + an extra \$40

The Meteor: \$400 Dining Dollars + an extra \$80

Faculty and staff meal plans, available for purchase from the Dining Services website, currently require payment in full at time of purchase. Payroll deduction options for meal plan purchases are being investigated.



COMMUNITY NEWS (continued)

FY 2010 Holiday Schedule

Listed below is the approved holiday schedule for Fiscal Year 2010. For more information about holidays, email benefits@utdallas.edu.

FY 2010 Employee Holiday Schedule		
<i>Holiday</i>	<i>Date</i>	<i>Day of Week</i>
Labor Day	September 7, 2009	Monday
Thanksgiving Day	November 26, 2009	Thursday
Day after Thanksgiving	November 27, 2009	Friday
Winter Holiday	December 22, 2009	Tuesday
Winter Holiday	December 23, 2009	Wednesday
Christmas Eve	December 24, 2009	Thursday
Christmas Day	December 25, 2009	Friday
Winter Holiday	December 28, 2009	Monday
Winter Holiday	December 29, 2009	Tuesday
Winter Holiday	December 30, 2009	Wednesday
Winter Holiday	December 31, 2009	Thursday
New Year's Day	January 1, 2010	Friday
Martin Luther King, Jr. Day	January 18, 2010	Monday
Memorial Day	May 31, 2010	Monday

911 Call Process

When a 911 call is made from a cell phone, pay phone or desk phone on campus, the call goes directly to the City of Richardson Police Department. Richardson Police dispatch answers the 911 call and determines the nature of the emergency. If the emergency requires EMS (ambulance) or fire responders, Richardson gathers the necessary information and dispatches the appropriate units to campus. They will forward the call to UT Dallas dispatch center. Richardson will advise the campus dispatcher of the location, nature of the 911 call and what units are responders. At that point, UT Dallas dispatch gathers information for campus response.

If the 911 call is not a true emergency, such as an individual needing assistance starting a vehicle or reporting lost or stolen property, Richardson dispatch forwards the call directly to the campus dispatch for handling. For a non-emergency request, please contact the UT Dallas Police at extension 2331.

New Student Financial System Live For Fall Semester

The Student Financials module of PeopleSoft went live on July 9. In preparation, training sessions were conducted this summer. Additional training sessions will be offered on a monthly basis for new employees. The implementation of PeopleSoft Student Financials provides improved reporting for the University and for account reconcilers. This system eliminates the BR (Billing and Receivables) Accounting Feed in summary form for tuition, fees and scholarships. Account managers and reconcilers can see actual descriptions of the revenue or expenses posted to their account from the student system. The campus user will see many more improvements PeopleSoft provides as they work with the new system.

COMMUNITY NEWS (continued)



First Class Completes Pilot Customer Service Certification Training

In July the first class completed Customer Service Certification training. This class served as a pilot group to provide feedback to the trainers so that a finalized training program will be ready for this fall. The certification training was developed from the recommendations of the 30-member, campus-wide Customer Service Committee. Look for information from Human Resources Management on the training schedule.

Customer Service Group Welcomes Students to Campus

As students hustled to find their way to classes around the campus construction during the first days of the fall 2009 semester, UT Dallas staff welcomed the students to campus. From tables strategically located around campus, staff provided maps, cold water and assistance in locating buildings. Several staff members walked around campus with maps, directing students to classrooms and responding to other questions.



UT Dallas has achieved amazing growth and achievement in the last 40 years. However, with growth in any industry, there can also be an increase in noncompliance and fraud. What starts out as a small fraudulent act can snowball and eventually affect the whole campus. By reporting questionable incidents when they are first discovered, fraud and other inappropriate acts can be addressed before they become larger and even more harmful.

If you are aware of fraud, abuse of state resources or have witnessed anything that seems questionable, please report the incident immediately. If you feel uncomfortable reporting the incident to your supervisor for any reason, please make use of the Ethics and Compliance Hotline!

How does the hotline work? The Network, an outside company, receives the calls, so a greater degree of anonymity to the caller is ensured. Once a call is received by The Network, a report outlining the complaint is sent to the hotline team. The team reviews the report to determine which office would best be able to address the situation. In all cases, the complaint is handled as discreetly as possible. The hotline team then reports back to The Network, who relays the results of the investigation to the caller. More information can be found at:

utdallas.edu/audit-compliance/hotline_about.htm

House Bill 4189, signed into law on June 16, 2009, further protects hotline information by providing that hotline calls are not subject to public information requests.

Please help protect our campus by reporting questionable incidents as soon as they occur. The confidential hotline number is 1-888-228-7707 or tnwinc.com/webreport.

IDENTIFYING FRAUD IN THE WORKPLACE

What is fraud?

According to the Association of Certified Fraud Examiners, “Fraud includes any intentional or deliberate act to deprive another of property or money by guile, deception or other unfair means.”

What are some examples of fraudulent activities in higher education?

- When you accept or solicit gifts, favors or services that influence your decisions/actions.
- Theft of University property.
- Personal use of University equipment; i.e., phones, computers, tools, vehicles.
- Falsifying checks, time reports, payroll, travel vouchers, signing or forging someone’s name.
- Personal use of purchasing card.

What elements are necessary for a person to commit fraud?

Donald Cressey’s study of occupational fraud describes three elements in committing fraud, known as a “Fraud Triangle” — perceived opportunity, pressure and rationalization.

Example thoughts a fraudster might have related to each leg of the triangle:

Perceived Opportunity: “The department head never reviews my monthly p-card statement, so he will never notice that I purchased my son’s school supplies on my p-card.”

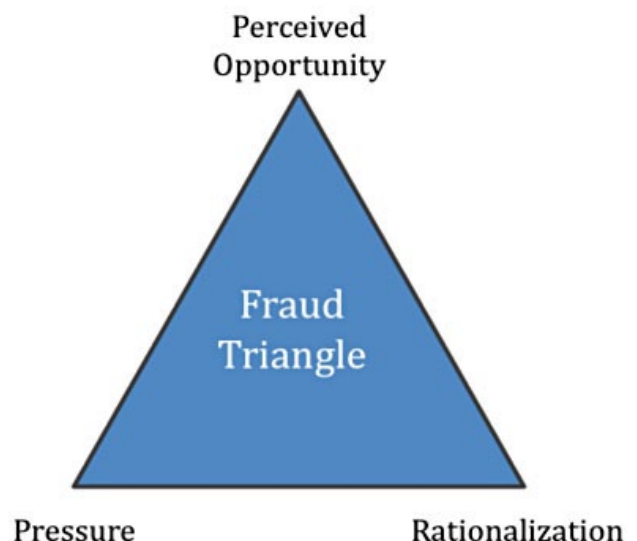
Pressure: “If my research study doesn’t have positive results, I’ll lose my funding next year. I’ll just inflate the numbers a little and no harm will come of it.”

Rationalization: “If we don’t spend our money by the end of August, we will lose it anyway. So it’s ok if I pay for my mother’s nursing home costs just this once.”



What are some of the warning signs?

- An employee who does not take vacation or who will not let someone else cover their job duties while they are gone.
- Account statements that are not reconciled and reviewed by supervisors.
- No separation of duties or one employee does it all.
- Documentation for travel and/or purchases that are not originals.
- Unclear description of business purpose on purchasing card reconciliation.
- Missing documents and/or reports.
- Weak supervision by management.
- Write-offs during annual inventory with little attempt to locate missing property/equipment.



CONSTRUCTION UPDATES

Major University-Managed Construction Projects:

Planning:

- Feasibility Study of the Engineering/Computer Science (ECSN) Room 3.4 area for conversion to academic/departmental use has been completed.

Design:

- Design of a 2nd floor addition to Founders North (FN) for the UTeach program has been completed. The project is currently being priced for construction.



Final touches on the Dining Hall.

President Daniel stands in front of the waffle bar named after him.

Dining Hall is opened.



Construction:

- New Materials Accumulation Facility has just been awarded for construction with an estimated completion date of December 2009. The building will be located in the Service Compound area.
- Facilities Management (FM) Building has been completed and is occupied.
- There are several projects nearing completion or scheduled for completion this summer:
 - Construction of the new entry to the Founders North (FN) Building.
 - Loop Road (Phase I) and parking Lot R.
 - Electrical distribution system upgrade.
 - Renovation of the old kitchen in Founders North (FN) for the Science Engineering & Education Center (SEEC).
 - Project to upgrade the fire safety of the Green Hall (GR) atrium.
 - Renovation of the kitchen located in the McDermott Suite of the McDermott Library (MC).
 - Renovation of the old Physical Plant (PP) Building for occupancy by the Police Department.
 - Renovation of the old police building for occupancy by Environmental Health and Safety (EHS), who moved into the building the week of July 13.
 - Re-roofing of the Engineering/Computer Science North (ECSN) Building.
 - Re-roofing of the Student Union Building (SU).
 - Two new modular buildings for the Arts and Humanities, and one general assignment classroom building.

CONSTRUCTION UPDATES (continued)

Major UT System-Managed Construction Projects:

- Residence Hall was completed on schedule for freshman move-in on Aug. 12.
- Dining Hall opened and served its first meals to incoming freshmen on Aug. 12. Dedication ceremonies for both the Student Living-Learning Center and the Dining Hall were held on Sept. 10. (see page 6)
- Progress is continuing on Math, Science and Engineering Teaching-Learning Center with a completion date of summer 2010. (see page 9)
- Construction is underway for Student Services Building. (see page 9)



Students moving into the Residence Hall on Aug. 12.



Example of a typical room in the new Residence Hall at University Village.



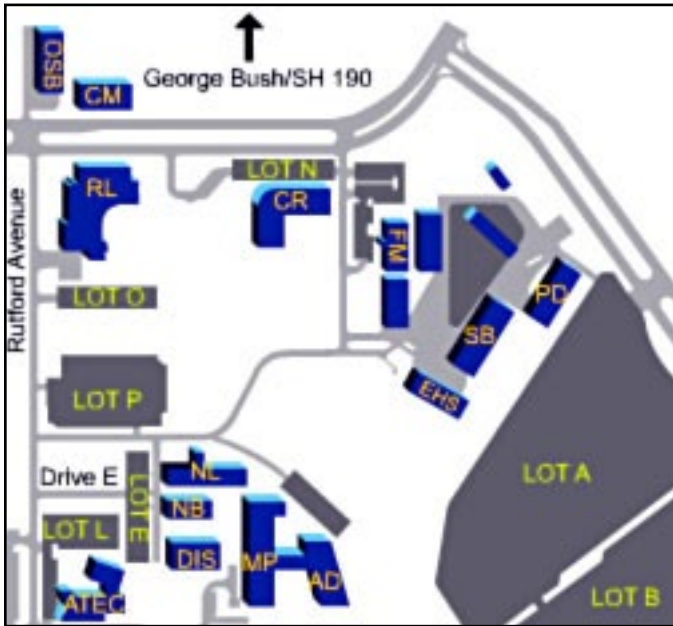
Students in Residence Hall main atrium.



Richardson City Council Members with President Daniel at Student Living Learning Center Dedication.

DEPARTMENTAL UPDATES

Relocation of Facilities Management, University Police and Environmental Health and Safety Offices



Are you looking for the Office of Facilities Management, the Police Department or the Department of Environmental Health and Safety? Over the summer semester, Facilities Management moved to their new building (FM) located east of Callier Richardson, just south of Synergy Park Boulevard. The Police Department relocated into the former facilities building (PD), while the Department of Environmental Health and Safety moved into the previous police location (EHS). To make the transition easier, all phone extensions are unchanged. Please stop by and visit each office at their new locations.



Three UT Dallas Officers Recognized for Hurricane Ike Aid

UT System recently recognized three UT Dallas police officers for their work securing Galveston Island in the wake of Hurricane Ike, the third-most destructive storm ever to make landfall in the United States and the most intense storm of 2008.

UT System Director of Police John Slettebo flew to Dallas to make the presentations. Vice President for Business Affairs Calvin Jamison and UT Dallas Acting Police Chief Michael Tacker joined Slettebo in thanking Sgt. Angela Willis (pictured right, with Slettebo and Jamison), Officer Kendra Penny and Corp. Mark Routson for their commitment to quality service.



"These officers volunteered and were deployed to UT Medical Branch at Galveston in support of the recovery operations after the devastation of Hurricane Ike in September 2008. [They] allowed officers from UTMB to receive time off to attend to personal matters during the crisis and be with their families," Slettebo said.



The three UT Dallas officers received certificates of merit, letters of recognition and were awarded special-edition pins featuring a hurricane symbol (pictured above).

Willis, who is from Galveston, arrived on the island during the first week of the disaster. She described the scene as one of devastation and chaos. "It looked like a bomb went off. Trash and debris were everywhere," she said.

Penny and Routson arrived in the third week. "You could see piles of trash next to roadways for miles, and a lot of ship wreckage still remained where Ike washed them ashore. The smell was horrible, mainly coming from broken sewer lines and piled-up trash. But I take pride in providing services to all mankind, regardless the reason or the sacrifice," Penny said.

PROCEDURE UPDATES

Updated List of Property Controlled Assets

The list of property classified as controlled items has been revised. The items listed below are controlled assets regardless of their cost.

- Desktop computers
- Portable CPU laptop, netbook, notebook or tablet computers
- Chemical fume hoods
- Bio-safety cabinets/glove boxes/tissue culture hoods
- Compressed gas cylinder cabinets
- Laboratory refrigerators use to store chemicals
- Hand guns and rifles

The following items are considered controlled when their cost is \$500 but less than \$5,000.

- Stereo systems
- Cameras
- Video recorders/laserdisk players (TV, VCR camcorders)
- Printers
- Projectors



Progress on the Student Services Building.

Hotel Savings Program

UT Dallas' Office of Procurement Management, in collaboration with Starwood Hotels and Resorts, rolled out a new savings program that offers discounts for both business and personal travel by University faculty and staff.

The Starwood family of hotels includes brands such as Sheraton, Westin, St. Regis and Four Points and features more than 890 properties worldwide.

Program highlights include:

- 20 percent off the best available rate at the time of booking.
- Discounts to staff and faculty, including guests, consultants and students traveling on official University business; and personal travel for staff and faculty.
- Room upgrades at check-in based on availability.
- Later check-out times for guests based on availability.
- Starwood Points redeemable for free night stays and airline tickets (no black-out dates).
- A rate of \$85 per night at the Sheraton Austin for staff, faculty, guest and consultant business travel.
- Reservations can be made online or through a UT System contract travel agency.

To sign up for the program or to get more information, visit the Procurement Management website. Net ID and password are required to access automated booking site.

IMPORTANT REMINDERS

Public Information – It's the Law!

As employees of a state agency, University faculty and staff are subject to laws and stipulations under the Texas Public Information Act (TPIA). The complete text of the Act is available at:

statutes.legis.state.tx.us/SOTWDocs/GV/htm/GV.552.htm

Dr. Calvin D. Jamison serves as the Custodian of Records for the University. Tysh Coleman is the point of contact with Peggy Zotter and Teresa Johnston serving in supporting roles. Ultimately, it is the Custodian of Records who is responsible for compliance with TPIA. Violations of TPIA carry both civil and criminal penalties. Compliance is not optional. Therefore, in the event your office is contacted to produce responsive documents to a request, please do so in a timely manner.

Below are some frequently asked questions concerning public information:

- **The Requestor's Right of Access:** The Public Information Act prohibits a governmental body from inquiring into a requestor's reasons or motives for requesting information. See Section § 552.222.
- **A governmental body must treat all requests for public information uniformly:** The officer for public information or agents thereof shall treat all requests for information uniformly without regard to the position or occupation of the requestor, the person on whose behalf the request is made, or the status of the individual as a member of the media. See Section § 552.223.
- **Timeframe a governmental body generally has to comply with a request for public information:** There is often a misconception regarding the timing for a response under the Public Information Act. Although the Act allows 10 business days to produce records in response to a request, the Act states the governmental body must "promptly produce" the public information. In many circumstances, the records can be produced in less than 10 days. If the information is readily available,

we must exercise good faith and produce it as soon as possible. See Section § 552.221 (a).



- **Requests for a substantial number of documents, requests that require manipulation of data, programming, in active use or in storage may take additional time:** If it will take a governmental body more than 10 business days to provide/produce records, the governmental body must certify that fact in writing to the requestor. In the notice to the requestor, a specific date must be indicated advising when the information will be available for inspection or duplication. See Section § 552.221 (c).

For information on the process of requesting information at UT Dallas, please review utdallas.edu/businessaffairs/openrecords/

Federal Minimum Wage Increased In July

In 2007, the President of the United States signed an amendment to the Fair Labor Standards Act (FLSA) that increased the federal minimum wage to \$7.25 per hour effective July 24, 2009. For more information about changes to the minimum wage, contact Nancy Bowles in Human Resources Management at extension 2223.

Remember To Update Your Information In Human Resources Management

Have there been changes over the summer that should be reported for your personnel records? If you have moved, had a baby, earned a degree or married, remember to contact Human Resources Management. Provide your new information or changes to your name, address, emergency contact, education level, dependents and/or beneficiaries.

SPECIAL EVENTS

Business Affairs Stars

At the third Quarterly Business Affairs Employee Award ceremony, six business affairs employees were recognized as Business Affairs Stars. This recognition acknowledges special efforts by the employees.

Greg Argueta – Office of Finance
 Jill Brandenburg – Procurement Management
 David Cady – Facilities Management
 Nicole Dickson – Financial Services
 Martha McMullen – Human Resources Management
 Maria Valencia – Facilities Management

LONG-TIME POLICE DEPARTMENT EMPLOYEE RETIRES

After 34 years of service to UT Dallas, Steve Bettley retired at the end of August. Bettley served the campus as the Manager of Parking for 13 years. He came to UT Dallas after spending two years with the UT Austin Police Department. He worked for two police chiefs, Chief Golden and Chief Ridge, during his term with the University.

A former collegiate golfer for East Texas State University (now Texas A&M Commerce), Bettley is still an avid enthusiast. You can expect to find him enjoying his retirement out at his neighborhood golf course! Our best wishes to Bettley on his retirement.



Steve Bettley's
retirement cake

Steve Bettley
amid friends



Dr. Alex Clark's
Golf Team.



2nd Place Team -
with Patti Henry-
Pinch (in red visor).

UT DALLAS GOLF TOURNAMENT NETS NEARLY \$12,000 FOR SCHOLARSHIPS

After a two-year hiatus, the 16th Annual UT Dallas Golf Tournament made a successful return this spring, raising nearly \$12,000 for undergraduate and graduate scholarships. Since its inception, the tournament has raised approximately \$200,000.

"This tournament demonstrates a tremendous partnership of all our constituents – alumni, community leaders, the city of Richardson, and university faculty, staff and students," said Dr. Calvin Jamison, the vice president of business affairs and an avid golfer. "Golf is a great vehicle for making a very positive contribution to this campus."

All proceeds will be split evenly between two UT Dallas endowments – the Betty and Gifford Johnson Graduate Scholarship and the Patti Henry-Pinch Undergraduate Scholarship.

The graduate endowment is named for the late president of the Southwest Center for Advanced Studies, the predecessor to UT Dallas. The undergraduate is named for a life member of the University's development board.

The Patti Henry-Pinch Scholarship is open to all domestic students, with a preference for those with financial need. The Betty and Gifford Johnson Scholarship supports graduate students by covering expenses that allow them to attend and make presentations at national conferences.

OUTSTANDING EMPLOYEES OF THE SECOND AND THIRD QUARTER



DAVID GLEASON

Human Resources
Management

David Gleason came to UT Dallas in October 2001 as the training manager and immediately made an impact on the community. He was promoted to assistant

director in 2004 and to Director of Employee Services in 2008. Gleason is responsible for employee relations, benefits and employment.

Although his responsibilities have increased over the last seven years, Gleason's first love is still training. He is regularly invited to speak at various business associations, including the College Business Management Institute, Association of College and University Auditors, Baylor College of Dentistry, TASSCUBO and SACUBO as well as several local city governments.

MARCOS NEGRETE

Facilities
Management

Marcos Negrete was named the Outstanding Employee of the Quarter for his exemplary service to the University. He has been

with Facilities Management for seven years and is currently working as a pipe fitter. His strong work ethic and positive customer-service attitude raised the bar for others in his department to emulate. Negrete constantly finds new and better ways to perform his duties and improve the overall efficiency of the department.

Please join Business Affairs in extending our appreciation to both men for their outstanding service to the University Community.



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

IT'S A FACT

Recycling benefits everyone! Below are some figures from the campus-wide destruction sponsored by the Business Services Department:



31,133 Gallons of water saved
18,680 kW of electricity conserved
9,340 Pounds of paper recycled
274 Pounds of air pollution saving



Students for Environmental Awareness (SEA) promotes the UT Dallas Recycling Program