

# Business Affairs ••••• BULLETIN



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[utdallas.edu/businessaffairs/bulletin](http://utdallas.edu/businessaffairs/bulletin)

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

## Record Activity Level Creates Own Set of Challenges!

You only need to venture out across campus in any direction to encounter a barricade, a “Do Not Enter” sign, or even a newly-constructed fence standing in the way of your destination. Indeed, the record amount of transformational activity has generated challenges with the ability to get from point A to point B. There is an enormous amount of excitement and energy associated with what the campus will resemble in the next 24 months. With no fewer than six major projects underway, we are creating a campus that all will be extremely proud to claim as our UT Dallas. The new residence hall and dining facilities are scheduled for completion in August 2009. The campus enhancement project, which will dramatically change the entrance and mall of the campus, is scheduled for completion in December 2009.



*New Student Housing and Living Learning Center*

All over campus, signs of growth provide direction and extoll the virtues of progress. The Student Services Building will soon break ground and Founders is being renovated while a new Math, Science and Engineering Teaching-Learning Center will provide much-needed lab and classroom space. Probably at no point in recent history has UT Dallas experienced such a dramatic change and it appears to all be happening at the same time. The immensity of activity has led to the establishment of a transformation committee that convenes weekly to thrash out the details of navigating the campus. The result is a “**Pardon Our Progress**” Web page, assuring that updated information is regularly communicated. So take your pictures now, because tomorrow you will not recognize The University of Texas at Dallas campus and that is a good thing!

As we lean up work processes with a new electronic “paperless” budget system and roll out our strong commitment to providing extraordinary customer service, it is clear that UT Dallas is establishing the foundation for years to come! In addition to the updates of the physical changes on campus, this edition of the *Business Affairs Bulletin* also includes the outstanding employee of the quarter, important information on the university’s wellness initiative, update on annual compliance training, and an introduction to new employees who have signed on to the UT Dallas team.

Dr. Calvin D. Jamison  
 Vice President for Business Affairs

## IT'S A FACT



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## DEPARTMENTAL UPDATES

### New Employees

Please welcome these new employees to Business Affairs:



**KESHIA CAMPBELL**  
**Director of Lean Initiatives, Risk Management and Special Projects**

Lean – adj., containing little or no fat.

Trimming waste is what the Lean Initiatives are all about. Keshia Campbell, as director of the Lean Initiatives in the Office of Business Affairs, is charged with helping UT Dallas operate more efficiently.

“The Lean Initiatives are targeted at improving work processes across campus,” Campbell said. “Our aim is to reduce time, movement and paper, all of which can lead to savings for the university.”

Lean is a term developed in the manufacturing industry that refers to cutting away the fat. But does fat translate to jobs?

“As far as eliminating staff, when you hear ‘lean’ and ‘assessing efficiency,’ people tend to think, ‘Ok, we are about to lose jobs here,’ but what we want to do is eliminate non-value added activity, thus freeing up job capacity to respond to new initiatives.” she said.

Training for 15 employees university-wide took place last summer. The individuals are currently leading their departments’ efforts to eliminate “non-value-added activity.”



**LORI TACCINO**  
**Director of Contract and Grant Accounting**

Keep those contracts and grants coming! As director of contract and grant accounting, Lori Taccino oversees the finance side of research.

The department monitors and documents the money trail, of every grant and contract, from the awarding to the final financial reporting.

“Each type of research funding, whether its funding source is federal, state, local or private, has its own rules on the kind of financial reports it wants to receive, the regulations you have to follow for allowable expenses, billing and requirements for the percentage of effort by the principal investigator. It all has to be monitored,” Taccino said.

A grant or contract is a type of financial assistance awarded for the conduct of research. Grants are typically awarded by government agencies and contracts usually by private and corporate entities.

“We monitor the grant or contract, set up the invoice schedule, or the draw-down of money based on the terms of the agreement. We monitor to make sure the expenses that are charged to the account are accurate and allowable per the agreement, and that researchers don’t go over budget with their expenses,” she said.

Last year, UT Dallas research expenditures totaled more than \$60 million.

### Second Place Honors in Homecoming Door Decorating Contest

Human Resources Management was awarded 2nd place in the 2009 Homecoming Door Decorating Contest. Proudly showing off their prize-winning door design is the HRM design team (L-R), Kelly Anderson, Karen Gawley, Melissa Rogers, Christine Moldenhauer and Vivian Rutledge. Congratulations to the team!



## More New Employees

### Environmental Health and Safety

Derrick Neal  
James Wright

### Facilities Management

Jose Alvarez  
Kevyn Bennett  
Lyndon Johnson  
Michael Kahler  
Kelly Kinnard  
Wei-Ju Ko  
Matthew Lanty  
Luis Rodriquez

### Human Resources Management

Penelope Blair  
Charmaine Sherwood-Sarpong

### University Police

Adam Binnix  
Adorable Dagdag  
Timothy Dorsey  
Paul Fielder-White  
Amanda Hopson  
Bobby Hudson  
Sandra McCrummen  
Rhiannon Rodick

## IMPORTANT REMINDERS

### Spring is Performance Evaluation Season!

The job performance evaluation season for classified and administrative/professional staff runs through March 31, 2009. Completed evaluation forms are due to Human Resources Management (HRM) by Tuesday, April 7, 2009.

The performance appraisal process at UT Dallas is designed to accomplish several important goals:

- Providing an opportunity to revise job descriptions so that tasks and responsibilities are aligned with the UTD mission and departmental goals,
- Encouraging open communication between employees and supervisors,
- Documenting employee achievements and areas for growth and improvement, and
- Collecting data needed to support future personnel plans and decisions.

If you are a new supervisor or you haven't been to evaluation training in more than three years, consider enrolling in one of our performance evaluation workshops. For more information and to review the performance evaluation policy, visit [utdallas.edu/hrm](http://utdallas.edu/hrm).

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

New UT Dallas 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 new employees, encourage them to take the time to complete their training. For more information contact the Compliance Office at ext. 2233.

### 2009 Physical Inventory of State-Owned Equipment

State law requires that each state agency forward an official inventory record to the Texas Comptroller of Public Accounts annually via the State Property Accounting System. The Office of Property Administration needs your cooperation in completing this state requirement.

Physical property inventory packets, including instructions and forms, were distributed during the first week of February. Property administration will be happy to assist you in completing the inventory. Please call ext. 2150 or send an email to [property@utdallas.edu](mailto:property@utdallas.edu) for assistance.



# CONSTRUCTION UPDATES

## Major University-Managed Construction Projects

Completed projects:

- McDermott Suite renovation on the fourth floor of the Library (pictured right)
- Modular unit addition at the Office of Facilities Planning and Construction campus site
- Two additional offices, floors 1- 4, in the Natural Science and Engineering Research Lab Building (NSERL)
- Roughly 200-space parking Lot Q located just east of the School of Management
- Temporary Information Center located at the intersection of University Parkway and Armstrong Drive (pictured below)



*Calatrava Table in McDermott Suite*

Projects in the planning or design phase:

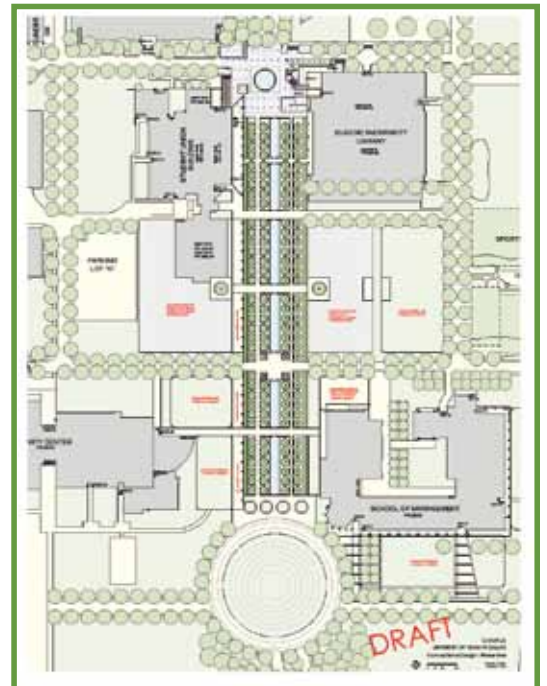
- Study of the Callier Center (Dallas) building electrical system
- Programming and design for the “U Teach Dallas” program as second floor addition to the Founders North building above the loading dock area
- Design for a new Materials Accumulation Facility
- Design for a recording studio located in the Multi-purpose Building

Projects pending award for construction:

- Installation of a new entrance and loading dock on the north side of the Founders North Building



*Left & below: Campus enhancement between the Student Union and McDermott Library  
Right: Campus enhancement plans*





## CONSTRUCTION UPDATES (continued)

### Projects in the construction phase:

- Asbestos removal and demolition of the Founders Building with completion scheduled for March 2009
- Construction of a new Loop Road (Phase 1) and MP/AD parking lot
- Installation of power and communication to office cubicles, floors 1-4, NSERL
- Construction on site work and the interior of the new Facilities Management Building
- Roof replacement projects for both the Conference Center and Hoblitzelle Hall
- Replacement of the steam and chilled water utility service to the Cecil & Ida Green Center
- Renovation of the Founders North old kitchen area for a new Science and Engineering Education Center (SEEC)
- Relocation and upgrades to the campus medium voltage electrical distribution system to be completed early summer 2009

### Major UT System-Managed Construction Projects:

- Student Housing Living Learning Center and the Dining Services Facility are scheduled for completion in August 2009
- Math, Science and Engineering Teaching-Learning Center (MSET) underway with a completion date of summer 2010
- Groundbreaking ceremony for the Student Services Building is scheduled for spring 2009



*MSET plans and view of construction site*



## COMMUNITY NEWS

### Travel Agency Options

Carlson Wagonlit Travel/CWT will remain as the primary authorized University travel agency. However, UT Dallas will soon add a second option, Anthony Travel, specializing in athletic, group and VIP travel. Watch for more details from Procurement Management in the coming months.

### New Additions to the Comet Café Area

The newly renovated Comet Café opened on Feb. 4, 2009. In addition to the much anticipated Subway franchise, dining options include Coyote Jack's Grill, the Chef's Table and a sushi bar. Chick-fil-A remains a familiar dining spot in the new design. The food court provides a quick lunch stop for students and staff and serves as an alternative to the Dining Hall that is under construction.

For more information, go to [dineoncampus.com/utdallasdining/](http://dineoncampus.com/utdallasdining/)



*A crowd gathers at the Subway opening*

## OUTSTANDING EMPLOYEE OF THE QUARTER

### KEVIN MASTEN



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

Kevin Masten in Facilities Management has been selected for this honor in the first quarter of Fiscal Year 2009.

One of Masten's nominators wrote that his performance, as the Facilities Management Superintendent for Special Use Facilities has been nothing short of spectacular. Masten is responsible for the maintenance and operation of NSERL, one of the most complex buildings on campus. He handles this challenge with limited manpower and fiscal resources while earning the respect of the contractors as well as the building occupants.

Business Affairs extends its thanks to Kevin Masten for his outstanding service to the University.



## SPECIAL EVENTS

### Business Affairs Stars

Seven Business Affairs Stars were recognized at the first Quarterly Business Affairs Employee Award ceremony in January. The Business Affairs Stars recognition is to acknowledge a special effort by the employee.



Pictured left to right with Vice President Jamison are:

Maggie Russell, Procurement Management  
Tina Sharpling, Human Resources Management  
Laurinda Lara, Human Resources Management  
Karol Miller, Finance  
Espiritu Sanchez, Facilities Management

(not pictured)

Andy Aquatero, Facilities Management  
Carmelo Dorvil, Facilities Management

Business Affairs would like to add a special “Thank You” to one of the BA Stars, Andy Aquatero. In December during a winter holiday party at Facilities Management, a fellow employee began choking on some food. Nearby employees, aware of the problem, tried without success to dislodge the food.

Aquatero noticed the commotion, rushing to the table to successfully administered the Heimlich maneuver. His quick action saved the life of a fellow employee. Aquatero humbly said he was just doing what he had been trained to do.

### 100-Day Wellness Challenge Halfway Point



On Jan. 14, 2009 the University kicked off the Live Healthy Dallas 100-Day Challenge with a walk across the campus led by President David Daniel. UT Dallas has 15 teams with 92 participants. Since the kick off, the participants have collectively lost 314 pounds, engaged in 1,810 hours of activity and walked 7,243 miles. Keep up the good work!

## PROCEDURE UPDATES

### The Budget Office is Going **GREEN!**

The budget process is being automated. Budget preparation for fiscal year 2010 has lost significant “paper” weight and will have a different look and feel. Training sessions began in March. Be prepared for a seamless budget preparation for FY10.

We are implementing software called Enterprise Reporting. The Budget Preparation Worksheets and employee detail will be accessed through a web portal and updated online. Reports will also be available for your department with the option of exporting your departmental data to an excel spreadsheet for tracking. No more scratching corrections on a piece of paper.

Keep a watch out for TRAINING DATES!



### Reminder: Annual Compliance Training

Annual Compliance Training for FY09 is currently underway! Employees who have been employed at UT Dallas before August 2008 can access their training at [elearning.utdallas.edu](http://elearning.utdallas.edu). If you completed New Hire Training in FY09, you are exempt from annual training this year.

Thanks to the feedback we received last year, many changes have been made so Compliance Training will be easier and more efficient. This year we have added a **Pre-Quiz** feature that will allow you to bypass the training module if you score 100%. If you do not score 100%, you will review the module and then take the quiz again. Once you score 100%, you will see a check mark

on your course listing to show that you have completed that module. When all you see are check marks, you have completed your training requirement!

The Executive Compliance Committee is also requiring fewer training modules this year. The information below details the required training modules along with why, and how often, we are required to take them.

Additionally, some employees may have to take job-specific training based on their job responsibilities; some examples include modules on Petty Cash Funds, Purchasing Cardholder Training, and HIPAA Training. For a training schedule and policy rationale, please visit [utdallas.edu/audit-compliance/documents/TrainingScheduleforWebsite.pdf](http://utdallas.edu/audit-compliance/documents/TrainingScheduleforWebsite.pdf)

If you have any questions or suggestions regarding Annual Compliance Training, please contact the Compliance Office at x2233 or [compliance@utdallas.edu](mailto:compliance@utdallas.edu).

Module	Why?
Computer Security and Use	Information security is the number one risk area for universities today. <a href="#">Texas Administrative Code §202.77</a> requires that all institutions of higher education in Texas provide on-going security training for all users. As part of that on-going training, President Daniel and the Executive Compliance Committee require this training to be completed once a year.
FERPA	<a href="#">Family Education Rights and Privacy Act (FERPA) - 20 U.S.C. § 1232g; 34 CFR Part 99</a> . Disclosure of private FERPA information is a high risk to students and to the University. FERPA regulations require annual notification to students of their rights under FERPA. Due to continuing reports of FERPA violations by both faculty and staff, this training is required annually by Dr. Daniel and the Executive Compliance Committee.
Sexual Harassment & EEO Compliance	The UT Dallas Administrative Policies and Procedures Manual, Sections <a href="#">D11.195.0</a> and <a href="#">D11-115.0</a> , specifically addresses sexual harassment and Equal Employment Opportunity policies at UT Dallas. Training in this area is required every two years according to <a href="#">Texas Labor Code Section 21.010</a> .

## IT'S A FACT

**\$60M** Total dollars expended for checks processed by Accounts Payable and the Bursar during first five months of FY09

**14,000+** Number of checks processed

**\$5.1M** Total travel expenditures FY08

**\$1.67M** Travel expenditures to date for FY09

