

Business Affairs • • • • BULLETIN



Section

Page

Top Story.....	1
UT Dallas Community News.....	2-4
Procedure Updates	5
Audit & Compliance Corner	6-7
Construction Updates	8-9
Department Updates	10-11
Important Reminders.....	12
Special Events.....	13-15
Outstanding Employee of the Quarter	16

utdallas.edu/businessaffairs/bulletin

Office of Business Affairs
businessaffairs@utdallas.edu
972-883-2213

Dr. Calvin D. Jamison
Vice President for Business Affairs

Peggy Zotter Michelle Long
Editor Designer

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

Delivering the UT Dallas Swagger

To say that UT Dallas is changing is an understatement. In fact, it is experiencing a transformational rebirth. President Daniel's passionate vision is nothing short of inspirational for all witnessing the extraordinary growth of this 40-year-old University.

The new academic programs, increased student enrollment and our quest for Tier One status demonstrate the quiet confidence emanating from every corner of the campus and community. Indeed, the bar has been raised. Key to achieving the task at hand is the indelible spirit, infrastructure and planning that characterize great universities.

For the past 30 months, we've embarked on the most aggressive building campaign in the University's history. By fall of this year, we will have added almost 600,000 square feet to the campus since 2007. That feat alone is remarkable.

This fall will mark a significant milestone for several major projects. We will dedicate our environmentally friendly, LEED platinum Student Services Building, the Mathematics, Science, Engineering Teaching-Learning Center (MSET), the Campus Landscape Enhancement Project and the renovated Founders Building.

In addition, the upcoming Campus Service and Bookstore Building will be well under way followed by the ground breaking for the scheduled Arts and Technology Building. We will go live with our Human Resources and Finance PeopleSoft implementation on December 1.

The more than 5,000 trees, 116 magnolias, five reflecting pools, human chess board, fountain and overhead trellis will create an "iconic" central campus that will be a magnet for activity. The "little campus on the prairie" is growing up. A quiet confidence is swelling inside each of us—an awareness that this is a very special place. The "Pardon Our Progress" disruptions of the past 30 months will subside ever so slightly, but they have forever changed this campus that we all will be proud of for some time to come.

It is at this time in the history of UT Dallas that the foundation is continuing to be laid. With a quiet confidence that exemplifies Tier One, not only are we transforming the campus and leaving a legacy, we are also "delivering the swagger."

This addition of the *BA Bulletin* will include updates on construction projects and travel; information on compliance training and identifying fraud in the workplace; introductions to new staff; and special interest items for the campus and community.



— Dr. Calvin D. Jamison
Vice President for Business Affairs

IT'S A FACT



page 16

COMMUNITY NEWS

Budget Preparation for FY11

Budget Horizon makes a return performance during the 2011 budget cycle. To improve operating efficiency, Budget Horizon has new and improved features.

New Workflow – Use My Workflow link to track the progress of your budget forms.

New Budget Forms – The Transfer Form and the Budget Summary Form are combined for a better overall summary of your account budget, reducing the number of forms required.

Payroll Account – Only the payroll accounts with payroll data are shown, reducing the amount of data entry.

New Reports – Generate and download employee and financial reports:

- Payroll by Employee – employee assignment data by account, department, school/division
- Employee Salaries with Benefits – employee salary totals with benefit costs
- Variance Analysis – budget comparison against last year's budget.

We look forward to hearing your thoughts and comments regarding these enhancements!

Richardson Studies Bond Proposal to Support UT Dallas Loop Road Project

The Richardson City Council is considering a \$2.8 million project to fund roads and trails on the UT Dallas campus to draw traffic away from Floyd Road and the adjacent Cottonwood Creek subdivision.

An agreement for UT Dallas to trade a long-term lease of land for a city park at no cost for the city's commitment to build the roads and trails recently was approved by UT Regents. The Richardson City Council is expected to consider the agreement and at a bond election in May.

The lease-for-roads agreement ensures the project gets done quickly, before the student population grows an estimated 50 percent over the next decade.

“When people are moving around from building to 2

building, it's designed to keep the traffic internal to campus,” said Bill Keffler, Richardson city manager. “Right now, we're seeing them use the external roads.”

Neighbors would welcome a ring road on campus. “A lot of us are on cul-de-sacs, and Floyd is the only way out,” said Cottonwood Creek Civic Association President Lisa Wyatt.

Presidential Service Award

Raul Hinojosa, director of community engagement in the Office of Diversity and Community Engagement, recently recognized 19 UT Dallas students and staff members and 10 student organizations for contributing more than 18,643 total hours of community service in 2009 as part of a national volunteer initiative.

Charmaine Sarpong, an accountant in Human Resources Management, received a Lifetime Presidential Service Award—the highest honor possible in the program—in 2008 for 4,680 hours of volunteer service. The lifetime award is triggered after logging 4,000 hours of service.

She has logged another 4,000 hours of service in 2009, receiving a gold award and another lifetime award.

Created in 2003 by the Council on Service and Civic Participation, the President's Volunteer Service Award was designed to promote a service ethic and recognize Americans who give back to their communities.



The award included a certificate of achievement, a President's Volunteer Service Award lapel pin, a note of congratulations from the President of the United States, and a letter from the President's Council on Service and Civic Participation.

A note of congratulations signed by President Barack Obama delights Charmaine Sarpong, who was recognized for logging 4,000 service hours in 2009.

Disaster Preparedness: Are You Certified?

CPR training classes are scheduled for
April 6, 13, 20 and 27.



Community Emergency Response Team training in action!



CPR Training: Derrick Neal and Lydia Selvidge in action!

Customer Service at Work for You!



Tysh Coleman, along with other members of the Business Affairs Customer Service Committee, serves cocoa and gives goodies to students as a warm "Welcome back."



Anthony Paden, Iris Decker, Steven Webb and Paul Fielder-White set up in preparation for student welcome.



Customer Service Certification Recipients

COMMUNITY NEWS (continued)



The Gemini Project Financials Team, led by Reda Bernoussi (sixth from left) and Vernon McCardle (far right), works with consultants from Ciber to configure programs to the finance groups' liking.

Project Gemini – Preparing for a New Financial and Human Resources System

Project teams are meeting an end-of-year deadline to upgrade the UT Dallas human resources and financial computing systems to accommodate growth at the University.

Project Gemini, using PeopleSoft software, will overhaul accounts payable, budgeting, grant management, human resources and payroll functions, among others.

The changes will ramp up productivity through Web-based tools to enhance reporting, analysis and planning. The enhancements are viewed as a step toward fulfilling the University's goal of achieving Tier One status.

The move to Gemini also is part of the University's effort to reduce paper, time and motion, all key tenets of the Lean Initiative.

"Having a robust system is essential to achieving the customer service levels and overall goals UT Dallas has established," said Dr. Calvin D. Jamison, vice president for Business Affairs. "Project Gemini is a huge transformational step in the right direction."

The project team collaborates with other UT System institutions to identify common needs and best practices. UT Dallas' implementation will be the first of what is planned to be a "single instance" shared services implementation.

UT Dallas is leading the charge because its current business software is nearing the end of its lifecycle and will no longer be supported by the vendor after this year.

Gemini's human resources team has joined colleagues from seven UT System institutions in fit-gap sessions while the financial system prototype is configured. The process helps users identify the modifications they will need.

"We saw how we will be managing sponsored research accounts. The applications are better in all areas of financial research management," said Lori Taccino, director of Contracts and Grants Accounting.

Reda Bernoussi, director of accounting and financial reporting, said that Gemini "should eliminate many manual tasks and provide current and accurate information to administrators and account managers."

"The goal for the Gemini project team is to re-think UT Dallas' business processes in order to improve university-wide efficiency and internal controls," said Associate Vice President of Business Affairs Wanda Mizutowicz. "PeopleSoft is the tool that will enable us to achieve this."

Balanced Choices Program

UT Dallas Dining Services recently initiated the Balanced Choices Program. Through educational programs and special labeling in the Dining Hall (and soon in the Comet Café), Balanced Choices helps diners identify foods that meet specific dietary needs. Balanced Choices also includes helpful fitness and wellness guides, including a nutrition newsletter (Nutri-gram), pocket icon guide, superfoods brochure and brochures from our partners, the American Cancer Society and Action for Healthy Kids.

Human Resources News

Direct Deposit is the best way to be paid! Want to improve the chance that you'll be paid on-time, even if the campus is dealing with the flu, bad weather or other problems? Sign up for Direct Deposit today!

utdallas.edu/hrm/forms/directdeposit.pdf

Become a fan of UTDallasHR. HRM is now on Facebook. You can become a fan of UTDallasHR and then you'll receive the latest HR information via Facebook.

PROCEDURE UPDATES

Spring Is Performance Evaluation Season!

The job performance evaluation season for classified and administrative and professional staff runs through March 31, 2010. Completed evaluation forms are due to HRM by Friday, April 9.

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 UT Dallas 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.



For more information, visit the HRM web (utdallas.edu/hrm/) or review the performance evaluation policy.

NOTE: A new performance rating factor was added to both the classified and administrative and professional (A&P) performance review instruments for calendar year 2010. The new factor, Service Orientation, reflects our commitment to become a Tier One service institution at the same time we work toward becoming a Tier One research institution. Dr. David Daniel said in his recent State of the University message. "We are a changing University, relying more and more on higher and higher tuition, and I think that means we have to give better and better service as we morph from the kind of institution that we are to the one that we want to be."

To learn more about the new Service Orientation factor and implications for the 2009 annual performance review cycle, visit utdallas.edu/hrm/fac-staff/New-APR_Factor.php5

Travel Changes Effective January 1, 2010

Meal and Lodging Reimbursement

Per Diem for In-State Travel

Use the federal meal and lodging reimbursement schedule for all travel, including in-state travel. Meals and lodging reimbursements are not to exceed the Federal Per Diem Schedule. Reimbursements are based on actual expenses up to the maximum allowed and are not "flat rate." The Federal Per Diem Schedule link is:

gsa.gov/Portal/gsa/ep/contentView.docontentId=17943&contentType=GSA_BASIC.

For areas not listed, the rates are:

Lodging In-State: up to \$85

Meals In-State: up to \$36

Despite the higher available per diems rates in Texas, be reminded of University President David Daniel's email to staff last year, "As an institution, we are in sound fiscal condition, but given the economic uncertainties, prudent control of cost is appropriate."

Mileage Reimbursement

Texas Mileage Reimbursement Rate for reimbursement related to approved business use of a personal vehicle changed to \$0.50 per mile for travel after Jan. 1, 2010. This is the same rate used by the federal government and State of Texas.

Mileage Calculator

As a result of House Bill 605, 81st Legislature, Regular Session, the Comptroller's Office eliminated the Texas

Mileage Guide. State employees may calculate the number of miles traveled by using their vehicle odometer reading or a mapping Web site.

Any questions about UT Dallas travel may be directed to travel@utdallas.edu.





Reminder: Annual Compliance Training

Annual Compliance Training for FY2010 is almost completed. Employees who began employment at UT Dallas before September 2009 can access their training at elearning.utdallas.edu. If you completed New Hire Training in FY10, you are exempt from annual training this year. You will receive a personalized email with instructions and your deadline if you are required to take the training.

Remember the **Pre-Quiz** feature! If you score 100% on the Pre-Quiz, you can bypass the training module. 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 list showing that you have completed that module. When all you see are check marks, you have completed your training requirement.

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.

Required training modules for this year, along with details, include:

- **Computer Security and Use** – Information security is the number one risk area for universities today. Texas Administrative Code §202.77 requires that all institutions of higher education in Texas provide on-going security training for all users. This training is to be completed once a year.

- **FERPA (Family Education Rights and Privacy Act)** – 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. This training is required annually.
- **Ethics Training** – It is the policy of The University of Texas at Dallas to require members of the faculty and staff to maintain the highest standards of ethical conduct. Faculty and staff members are to review the information contained in this training material every two years.
- **Drug-Free Workplace** – In order to further the University's commitment to provide a healthy and productive educational environment, it is the policy of The University of Texas at Dallas to make an ongoing, good faith effort to maintain a drug-free workplace by meeting the requirements of the Drug Free Workplace Act of 1988. Completion of this training module is required every 2 years.
- **Copyright and Intellectual Property** – It is the policy of The University of Texas at Dallas to adhere to the requirements of the United States Copyright Law of 1976. Every employee must also be aware of and in compliance with UT System Regents Rules and Regulations, Series 90101-104 and UT Dallas Policy Memorandum 84-I.3-46 in order to protect and manage intellectual property at UTD. Additionally, it is mandatory for all researchers at The University of Texas at Dallas to be in compliance with the federal government requirement to report new inventions resulting from federally-sponsored research. The compliance training which serves as a refresher course must be repeated every 4 years.

If you have any questions or suggestions regarding Annual Compliance Training, please contact the Compliance Office at compliance@utdallas.edu or x2233.

Fighting Workplace Fraud

With the downturn in the economy, the pressure for employees to commit fraud increases. The accompanying limitations on resources create challenges for organizations to detect fraud in their workplace. Did you know that the Association of Certified Fraud Examiners estimates that companies lose 7% of their annual revenues to fraud? Were you aware that in a 2007 survey by the Ethics Resource Center, 56% of employees personally observed conduct that violated company ethics standards, policy or the law?

In a recent webinar hosted by EthicsPoint, Meric Craig Bloch, vice president for compliance and corporate investigations of Adecco Group North America, shared some insights into recognizing and fighting workplace fraud.

How do you profile the fraudster? Take a look at the line up below. Who would you suspect of committing fraud? (If you chose the suspect on the left, you would be on target.)



The typical fraudster:

- Likely acts alone
- Is a male over 40
- Has worked at the company for a number of years
- Has some college or more education
- Has no criminal record
- Has no history of job discipline

Signs of spring: Bradford pear trees blooming near Callier playground and the NSERL Building



Potential fraud is based on opportunity. The ideal opportunity comes from:

- Weak internal controls or the ability to override controls
- Pressure to be dishonest
- Perceived reward as relatively high
- Perception of detection is low
- Potential penalty is low

Every department can help UT Dallas defend against fraud by doing the following:

- Develop good internal controls
- Raise the perception of detection
- Manage pressures and incentives
- Focus on identified risks
- Maintain zero tolerance for fraud

To decrease the potential for fraud, we must reduce opportunities for the fraudster. As a responsible member of the organization, each employee must do their part to report possible fraud.

If you have questions or concerns about fraud or ways to enhance controls in your department, contact the Office of Internal Audit at 972-883-2693. UT Dallas also has a hotline for reporting instances of noncompliance. For more information, visit utdallas.edu/audit-compliance/hotline_about.htm.

CONSTRUCTION UPDATES

Concept

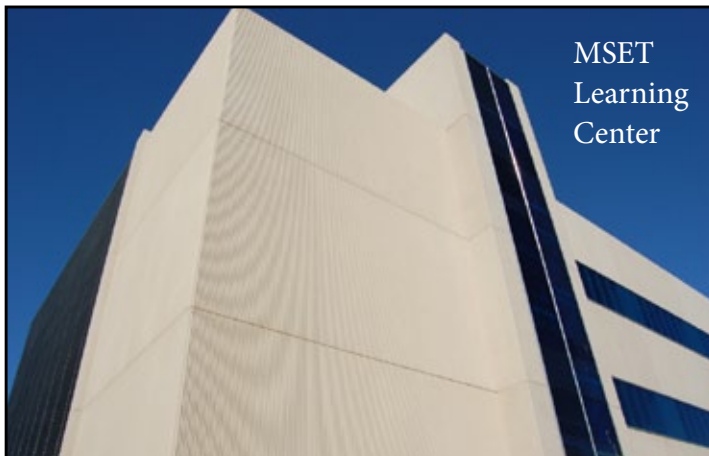
- A feasibility study has been initiated for an Art Studio computer room addition to the existing sculpture yard.

Design

- Final construction documents are being prepared for improvements to the Lot M entrance from Armstrong Parkway.

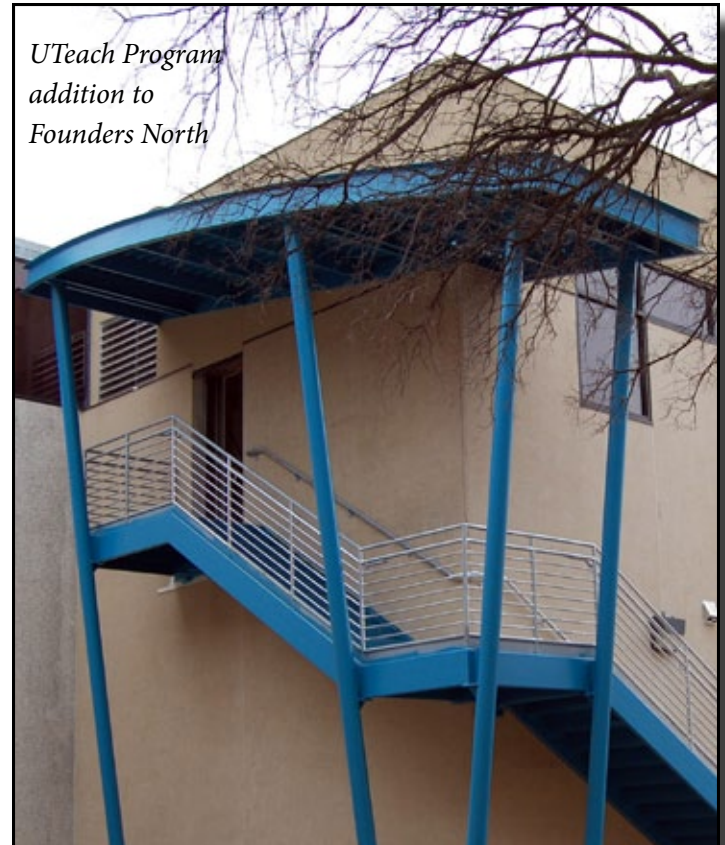
Estimating/Bidding/Procurement

- Pricing proposals are currently under review for NSERL fourth floor – Molecular Beam Epitaxy (MBE) Lab, Bio-Engineering & Materials Science and Basement Level Neuroscience-Behavior Lab.
- A pricing proposal has been solicited to install a new elevator and ADA restrooms for the Founders North (FN) Building.
- The MP/AD 2nd floor entry design price proposal is currently under review.
- A project is about to be awarded for the construction of lab and departmental space to be located in Engineering and Computer Science North (ECSN) Room 3.4.
- A generator controller set is being procured for subsequent installation in the Central Energy Plant Emergency Generator Farm.



Construction

- The new Material Accumulation Facility (MAF) is completed.
- The Founders North 2nd floor addition for the UTeach Program is expected to be completed during March.



- Construction has begun for the installation of an air-cooled chiller system at NSERL and the project is expected to be completed during early summer.
- The Conference Center west parking lot construction has commenced and the project is expected to be completed during early summer.
- The roof replacement of the Raytheon Building has begun and is expected to be completed during early summer.
- Substantial completion of the MSET Learning Center is expected June 2010 and operational occupancy expected July 2010.

Student Services Building*New bus shelters*

CONSTRUCTION UPDATES (continued)

- Student Services Building completion is expected July 2010 and operational occupancy expected August 2010.
- Founders renovation is expected to be completed April 2010 and operational occupancy expected June 2010.
- Campus landscape enhancement will substantially be completed in Spring 2010.

*Founders Renovation**Campus enhancements and circular drive**Mall improvements*

DEPARTMENTAL UPDATES

Restructuring of Police Department

Police Chief Larry Zacharias recently announced a restructuring of the department, creating three lieutenant positions and hiring four rookie patrol officers in the ramp-up to secure UT Dallas' growing campus.

"The hiring helps bolster the department, increasing campus security through better police presence and departmental organization," Zacharias said.

The three lieutenants – Tim Dorsey and new hires Ken MacKenzie and Diane Bartek – will head up the primary divisions of the police department: Patrol Operations, Investigations and Support Services.



Dorsey has 32 years of law-enforcement experience, including 22 years with the Allen Police Department. He has served the University since 2008. He continues in Support Services, formerly called Administration and Community Relations.



MacKenzie, who has 33 years of police experience and retired from the Richardson Police Department as senior detective in 2009, manages the Investigations Unit. He started Feb. 1.



Bartek heads up Patrol Operations and started March 1. She brings 27 years of experience and has served as a senior Police Training Officer, resulting in the majority of her trainees becoming supervisors and command officers. The four rookies – Officers in Training Kristina Bryant, Ray Eardley, Matthew Patchin, Jr., and Stacey Rotunno – are under Bartek's supervision.



From left: Chief Larry Zacharias welcomes rookie officers Matthew Patchin Jr., Kristina Bryant, Stacey Rotunno, and Ray Eardley.

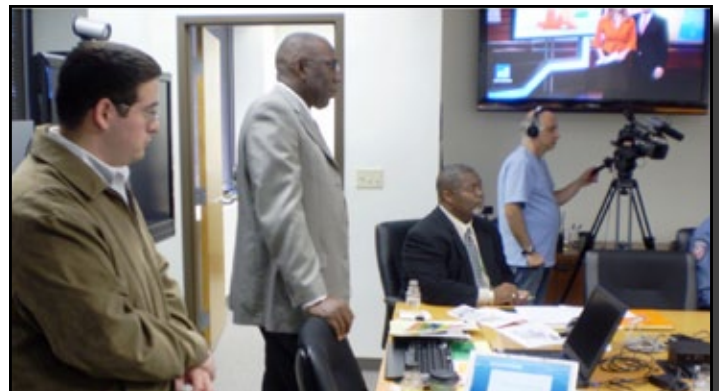
"Chief Zacharias has brought a service-oriented mindset and strong organizational skills to his new role. This reorganization and addition of these veteran professionals will be a tremendous asset to the department and campus transformation efforts," said Dr. Calvin D. Jamison, vice president for Business Affairs.

Emergency Management

When it comes to crisis management and emergency preparedness, Office of Emergency Management (OEM) Director Calvin Brown leads the charge.

OEM is a division of the Office of Environmental Health and Safety that works with University Police, the city of Richardson, Student Affairs, Facilities Management, Business Services and the Office of Business Affairs to put systems in place that keep campus safe and ready to respond to crises quickly to mitigate damage.

(continued, page 11)



Office of Emergency Management Director Calvin Brown (center) and Dr. James Wright (seated), Environmental Health and Safety director, lead December's tabletop session on emergency preparedness.

DEPARTMENTAL UPDATES (continued)

Emergency Management (continued)

“It takes a lot of planning, training and exercise, as well as researching best practices. Right now, we are making strides on improving communications,” he said.

He knows firsthand the importance of communication. In 2005, Brown was a fire captain in New Orleans when Hurricane Katrina struck. He helped direct rescues and evacuations during the crisis and was quickly appointed deputy director of Emergency Preparedness in the hurricane’s aftermath.

In 2007, Brown moved to Fort Worth, where he served as an Emergency Management Officer and implemented the Special Needs Assistance Program (SNAP), which received the Federal Emergency Management Agency’s (FEMA) Best Practices Award.

Now, the city of Richardson is updating its communication with first responders by purchasing a new system worth almost \$9 million.

“We want to piggyback on the system Richardson is getting. It would make responses much more efficient,” Brown said.

Internal communications also are improving. Brown has implemented regular “tabletop exercises,” where diverse members from across campus gather to discuss and plan emergency responses and procedures.

Evacuation procedures have been written and posted on the emergency management Web site at utdallas.edu/ehs/emergency/evacuation.html



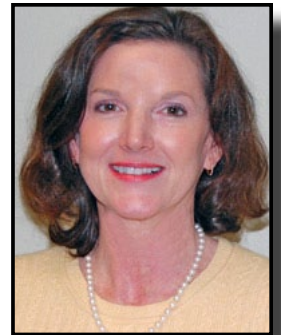
Constituents from all over campus – Environmental Health and Safety, University Police, Student Affairs, the Provost’s Office, Facilities Management, Communications, Purchasing, and International Education – participate in a December tabletop exercise.

Staffing Changes in Business Affairs

Derrick Neal was recently designated as safety coordinator for the Natural Science and Engineering Research Laboratory (NSERL). Neal, who has been with UT Dallas since 2008 as an Environmental Health and Safety employee, is a 15-year compliance environmentalist. Be on the lookout for upcoming CPR classes facilitated by Neal.



Donna Riha recently joined Facilities Management as the University’s first energy conservation and sustainability manager. Her duties include coordinating programs in utility efficiency and management, reducing the University’s carbon footprint, recycling and reducing waste, making environmentally preferable purchases, and communicating progress on sustainability. She is developing a sustainability policy to promote environmental practices and awareness on campus.



Craig Thorp, Procurement Management’s new director of logistics and distribution, oversees mail services, printing, surplus property control and receiving for UT Dallas. He comes from the University of North Texas (UNT) in Denton, where he spent the last seven years as associate director of Purchasing and Payment Services. Thorp helped implement PeopleSoft and trained the UNT campus on use of its modules.





A red-tail hawk perches on a tree outside of the EH&S Building.



UT Dallas campus covered in snow in February. The University was shut down but some students took advantage of the time off to build a snowman.



IMPORTANT REMINDERS

Police Set Up New Non-Emergency Phone Number

University Police recently announced a non-emergency telephone number – (972) 883-2222, or simply 2222 on campus phones – to allow anyone to contact University Police without blocking lines reserved for 911 calls.

“Everyone remembers 911, and now extension 2222 is easier to remember than the current extension 2331,” said police Chief Larry Zacharias.

The number grew out of a recommendation from the Engineering-Computer Science Safety Task Force following an assault report last January.

Use 2222 to ask questions concerning public safety, to request a police escort, to report items lost or found, or to find out about procedures, events, activities, parking rules, and building locations.

By contrast, 911 should be used for calls of a more urgent nature, such as reports of suspicious persons, crimes in progress, or medical emergencies.

Parking Services Opens Lines of Communication

Parking Services released a new number and e-mail address. Dial (972) 883-8888 (8888 on campus) or e-mail park@utdallas.edu for answers about all things parking – permits, special event parking, lot information, and more. Parking information also is available online at utdallas.edu/parking.

“The new phone number dedicated to parking is just one part of our ongoing efforts to make the campus more user-friendly. Drivers will continue to see significant changes and improvements in the coming year,” said Transportation Manager Nancy Branch.

SPECIAL EVENTS

Business Affairs Stars

Business Affairs recognized the following employees nominated by their peers for exemplifying an exceptional work ethic and great attitude:

- John George – Print Shop
- Jessica Ko – Facilities Management
- Cynthia Ladejo – Bursar Office
- Thi Nguyen – Payroll
- William Parr – Environmental Health & Safety
- Vivian Rutledge – Human Resources

LULAC Students Giving the Gift of Language



UT Dallas students Bianca Hernandez, Citlally Ramirez and Irene Solis helped enhance the English-speaking abilities of Facilities Management staffers.

In the spirit of assisting others, student members of the League of United Latin American Citizens (LULAC) are helping Facilities Management staff members improve their English-speaking skills through after-work classes at UT Dallas.

Bianca Hernandez, a junior studying molecular and cell biology, and the vice president and community service chair of LULAC at UT Dallas, said two student teachers, Irene Solis and Citlally Ramirez, gather each week with 10 Facilities Management staffers for English-language enhancement.

“One of the workers last year mentioned that attending weekend ‘English as a Second Language’ classes offered

by UT Dallas wasn’t an option for her and others because the workers lacked transportation. Once brought to LULAC’s attention, we decided to offer classes during the week, after work, when the staffers’ rides would be able to pick them up,” Hernandez said.

Student teacher Ramirez, a biochemistry freshman, said she knows the frustration associated with learning an unfamiliar language and wanted to help people feel good about themselves.

“The most challenging part is finding a way to structure the class. But it is so rewarding when the students are able to put all the pieces together and say, ‘Oh, that’s what it means!’” Ramirez said.

“Making a difference, even if it’s a small difference, in someone’s life is very satisfying. Knowing I helped someone better their life gives me a sense of purpose,” Solis said.

Donald Foltz Retires After 37 Years of Service!

Donald (Don) Foltz answered an ad in the paper for an architectural draftsman in 1974 and began his 37 years of service at UT Dallas.

One of Don’s most memorable tasks was developing the infamous room-numbering system for UT Dallas. His main contribution was in producing architectural, electrical, mechanical and plumbing remodel construction drawings for Facilities Management and archiving them.

Business Affairs would like to thank Don for his many contributions during 37 years of service at UT Dallas!

L-R: Assoc. VP Rick Dempsey, VP Calvin Jamison, Retiree Don Foltz and Director Bill Elvey



SPECIAL EVENTS (continued)

Live Healthy North Texas 100-Day Challenge

The Live Healthy North Texas walk kicked off the annual 100-day Challenge at UT Dallas on Jan 15. Assistant Director of Human Resources Vivian Rutledge, chair of the Wellness Committee; Dr. Calvin D. Jamison, vice president for Business Affairs; and University President David Daniel, sporting tennis shoes, led about 100 participants along the indoor walking path from the Engineering-Computer Science Complex to the Administration/Multipurpose Building and back. An estimated 17 teams are competing in this year's challenge, which is designed to help form better health habits. The 100-day Challenge runs through April 23.



Netreia McNulty, first ABP graduate, and Representative Helen Giddings



Left to right: Dr. Daniel, Dr. Jamison, Dean Fair

Academic Bridge Program: Bridging the Gap

The Office of Business Affairs hosted a reception in honor of the UT Dallas Academic Bridge Program (ABP), founded and chaired by Dean George Fair, School of Interdisciplinary Studies.

Dean Fair, State Representative Helen Giddings, President David Daniel and Dr. Calvin Jamison all had wonderful and inspirational things to say about the program. However, it was the testimonials by current and past Bridge students that inspired the audience most. Students spoke of how instrumental the ABP has been in their college success. Many of them are first in their families to attend college; some may not have had the financial means or were simply “under-prepared” for college and only needed an opportunity. As Representative Giddings so eloquently stated, “the world does not owe any man a living, but the world does owe every man an opportunity.”

Happy 10th Anniversary to the Academic Bridge Program, its success and legacy of excellence!



From left: Customer Service Committee members Peg Zotter, Iris Decker, Tonja Kirkwood-Brown, Kortysheima Coleman, and Lisa Sunderland show the food gathered during late October's Trick or Treat drive.

An Extra Helping

The University's Customer Service Committee, in conjunction with the Student Affairs' Office of Student Volunteerism, is forging an informal partnership with the Network of Community Ministries in Richardson. At least twice the groups collected and donated more than 1,700 pounds of food over the holidays and there are plans to do more giving in 2010.

The Network, an association of 60 churches and service organizations that serve 14 ZIP codes in Dallas County, provides food, clothes, and toys for children and adults in need. The nonprofit relies on donations from area businesses, residents and food producers for its operation.

"We are very interested in reaching out to the community where we work and live. It is part of UT Dallas being a good neighbor," said Dr. Calvin Jamison, vice president for Business Affairs.

Collection boxes strategically placed throughout campus helped capture UT Dallas' spirit of giving.

Stew beef, soup, beans, ham, fruit, peanut butter, energy bars, pudding, instant potatoes, cranberry sauce and boxed dressing mixes were among food items donated.

"The Customer Service Committee was excited to have the opportunity to partner with students to support the community food bank," said Peg Zotter, special assistant to the vice president of Business Affairs. "This was the first time we participated in the holiday food drive. Based on the success of the collection, we plan to make this an annual partnership."



Jack Lyles of the Network takes delivery of 1,700 pounds of donated food gathered during the Thanksgiving food drive at UT Dallas



Jack Lyles, his wife Sharon and their dog Snoopy join UT Dallas staffer Mark Chavez, and student volunteers Jet Enrique and Darla Reber after re-stocking shelves with donated canned goods Wednesday, Nov. 25.

The Customer Service Committee is an initiative of the Office of Business Affairs.

Student volunteers Jet Enrique and Darla Reber, led by staffer Marcos Chavez, delivered the food after contacting Jack Lyles, vice president and financial officer for the Network, who opened the storage facility, took delivery and weighed the donated goods. He recorded receipt of 1,700 pounds of food from UT Dallas.

"You guys are great. You've done a tremendous job for us. Thank you very much. This means a lot," Lyles said.



Facilities Management's Debbie Sauer and Nina De La Rosa; Alice Britt, Network chief executive officer; Dr. Calvin Jamison, vice president of Business Affairs; Valerie Tarrant, Network Santa Warehouse Program; and Lisa Sunderland from the Provost's Office, deliver toys for the holidays.

OUTSTANDING EMPLOYEE OF FIRST QUARTER

DONNA SHANNON

Donna Shannon was named the Outstanding Employee of the Quarter for her exemplary service to the University and society as a whole. Shannon was on duty May 8, 2009, when she received a phone call from a man who informed her he was sitting with a pistol in his lap. He asked her why he “should not put it up to his temple and pull the trigger.” She replied, “Because I care.” Shannon, continuing to talk to the man while determining his location, kept him on the phone until help arrived.

Shannon also was awarded the Meritorious Conduct Award and Life Saving Award by the University of Texas System Police in recognition of her service.



Left to right: John Slettebo, director of UT System Police, Donna Shannon, police communications operator, Mike Tacker, assistant director of UT System Police, Calvin Jamison, vice president for Business Affairs

Please join Business Affairs in saluting and extending our appreciation to Shannon for her outstanding service.

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

In one month the UTD Dining Hall serves ...

- 2,520 apples and 3,000 bananas
- Nearly one ton of hamburger patties
- 700 gallons of milk or about 11,000 glasses
- 20,000 slices of pizza — almost an acre of pizza
- Over 1,250 lbs. of French fries from 3,780 potatoes
- 10,000 sandwiches, approaching two miles in length

