

Business Affairs Leadership Team
BALT
Tuesday, September 26, 2006

Lapsed salaries and special funding requests - During a special meeting with the cabinet, Mitzi presented the results of the flat enrollment on our budget. UTD budgeted for a 2 1/2% increase in enrollment but because of the adjustments for the changes in the mix of enrollment, enrollment was essentially flat. This was a negative impact on the budget. The Cabinet discussed possible resolutions including hiring delays, lapsing salaries, etc. Business Affairs will still start lapsing salaries and let it accumulate but instead of the money going into the BA pool, this money may go into a central pool for the entire University.

Jody received from Peg a list of all the VPBA's accounts which includes the funding amounts; we have \$100,000 in contingency (which is down to \$60,000 now), \$175,000 in administrative equipment and \$10,000 in entertainment. Jody will be taking special requests for funding from each BALT member, at the end of the fall semester and probably mid-spring and again July 1st. She will prioritize these requests but will emphasize funding process improvements, eliminating redundancy and any request that will improve the campus as a whole.

Yesterday Mitzi and Jody attended the LAR hearing in Austin and after UTD's presentation, there were very few questions. October 11th is a Senate Finance Hearing.

Chief Ridge

- The final draft of the Emergency Operation Plan is complete.
- The police banquet awards was last week, was a very good ceremony.
- Met with the Richardson Fire Chief in reference with joint training.
- Working on the Sounds of Class.

Jody asked for feed back on the BA Outstanding Awards regarding the impromptu *Rising Star* award. The feed back from the BALT members was very positive.

Larry Wilson

- Working on bulletin items for Peggy.

- Met with Vernon and David Maldonado to discuss our process improvement plan for the web W-2's ready and as soon as we get the security's approval, then we will be ready to begin.
- Next Monday the design team for the Business Affairs Web Site will be meeting again.
- Closed the HR report card survey. Next week will send out a UTD Work Life Climate Survey.
- Look at your October pay stubs to make sure everything is correct.
- The Search for Mitzi's position is progressing nicely.

Jody mentioned that Cary Delmark, Web Services will come and present to the BALT the redesign of the Business Affairs Web pages. This presentation will be arranged at the earliest BALT meeting possible.

Vernon McCardle

- A new imaging system has been purchased for the University and implementing for HR and security.
- New compliance training system that we are considering called Breeze which would replace the Training Post.
- Entering SACS into WEAVE.
- Had a very good visit with UT Arlington; a very frank meeting. They discussed all the good things and all the bad things regarding People Soft.
- 74 work request and 26 are in progress.

Rick Dempsey

- Final process of finishing our annual energy report. The utilization btu' per sq. ft. has been stable and have actually gone down some. The cost per sq. ft. has not risen substantially.
- Center for Brain Health - still trying to finalize.
- The ceiling work at Berkner will be completed in January.
- The NSERL loading dock gate is huge and if it ever fails it will be a big problem trying to open or close the gate. Working on a solution to minimize this problem.
- Added more bike racks at McDermott.
- Have given Donna Rogers a recommendation for the maintenance of the Frisbee Golf Course.
- The Synopsis of Electrical Infrastructure Planning and Distribution Report were presented last week. The good news out of this report is that the system is doing what it is suppose to do. The problem is that we have only one incoming feeder from the TXU distribution center which makes us vulnerable on that feeder. We do need to have an outage during the Christmas break to allow us to collect more data and improve the settings on

the fuses. Rick will make a presentation to the Cabinet on the outcome of this report.

Zeke Barrera

- We had a small wastebasket fire in the Provost Office; the housekeeping crew did find the fire.
- 911 Fire Alarm System - Joyce was presenting a proposal to the funding group to be able to have the funds available to install the fire alarm system. Rick will follow-up with Joyce.
- A Fire and Life Safety Summary handout to the BALT regarding the Building Device Count and Location at the Waterview Apts and monitoring of campus buildings.
- Should EH&S be doing the small asbestos projects? Jody indicated that EH&S does not have the manpower to do the small asbestos projects.

Abby Kratz

- Expert Witness Report - have not received any updates.
- Received 100% of the reports regarding LTS; have entered 90%; 80 pages of room changes.
- We had a visit from Jerry Vernon who at one time worked for OFPC and currently is leading a UT initiative on facility renewal; he looked at our gross sq. footage and had an issue with the figures.

Wanda Mizutowicz

- The mechanical part of the year end closing went well, only two human errors that caused a one day AP delay and the other caused a closing delay.
- The Bursar's Office has implemented a Student Services Survey.
- UTA visit - very good visit. Shared all information both bad and good.
- Effort Reporting Training is finished. Waiting for the new VP for Research to close and send out, but will send to the Biology Dept for testing.
- Attended a teleconference on restricted research expenditures.
- Working on the AFR. We are changing the way we are implementing the AFR.

Jody told the BALT members that the search committee for VP for Research has concluded their search and has given Dr. Daniel two names for interviews and consideration.

Mitzi Money

- The Draft Budget Policy was distributed to the BALT members and was discussed. Mitzi asked if anyone had any changes to this draft to please get back with her by the end of this week.

Peggy Zotter

- The inspections took place at Briar Cove last week and we are waiting the results of those inspections.
- Last fiscal year the total tally for Open Records Requests was approximately 200 requests.
- Working on the Entertainment Policy.
- Need articles for the bulletin.

Jody would like to have the 2nd and 3rd level double doors locked at all times on the weekend and after hours. She asked the 3rd level occupants to check and make sure that their keys open the double doors.