

**Town Meeting Minutes**  
**Monday, August 9, 2:00-3:30 PM,**  
**Avaya Auditorium ACES 2.302.**

**I. Welcome by meeting moderator Egidio Leitão, School of Social Work**

**II. Administrative Updates:**

**Mary Knight, Budget Office: Budget update**

Salary update document – deadline 8/9/10

Closes tonight at midnight; as of noon 45 docs still routing. Verify they have all approvals. Only used for recurring increases as of 9/1.

Reminder no automated reappointment process; HRMS classified employees hopefully have open ended ending dates and appointments will continue. Process should be seamless.

HR contact or Budget Contact – memos of appointment (paper memos previously were sent to faculty). There is now a website for employees to view appointments and salary. Each Dean and Vice President will determine when to notify their employees.

Budget 2010/11 will be approved August 11 or 12 by Board of Regents. We will finalize budget documents shortly after and accounts will be set up. Employee information will come from HRS, not the Budget Office but account information will come from Budget Office.

Off cycle pay adjustment (OPA) new document in HRMS. Due to change in salary policy, one-time merit payments for Nov with pay in Dec.: document available in late Oct or early Nov with testing prior to this time. Payout of these documents will be on the Dec 7 payroll.

**Jane Shaughness, University Compliance Services: Updates**

University Compliance Services are responsible for administering the Compliance & Ethics Program at UTA to help prevent problems with compliance. Risk assessment is provided (Clay Simmons works with departments.) and help strategize to minimize risks.

Training (Jane Shaughness).

Remember that there is a Compliance & Ethics Hotline for confidential informants.

Teaching & Learning to evaluate online modules to improve them.

What is required for new employees within first 30 days? Compliance modules and others (conflict of interest, ethics statement, etc.) Handout on their website.

Some training is job specific and not required by everyone.

They have a new website – take a look at it.

They are working with departments to develop modules intended for their own specific needs.

**Jeff Stellmach, HRS Employee Assistance Program: EAP's slides**

Slides outlined below (see attachment for the actual slides)

HealthPoint EAP: EAP is now under HealthPoint EAP. They work with the Occupational Health Program.

EAP offers real experienced staff of psychologists and social workers. All counseling is confidential.

Work/Life & EAP Expertise: Human behavior and change

- Feelings and emotions
- Thoughts and attitudes
- Actions or behaviors
- Relationships
- Group dynamics
- Personal Growth

Personal and work related counseling and consultation with managers, group services, critical incidents stress management for workgroups (examples: death of employee or family of an employee).

When do you call us? Distressed or impaired faculty or staff person creating a safety hazard (fitness for duty), getting help they need

Possible threat of violence; fear that situation could become violent.

Major department change; death in department; and morale issues.

Layoffs and transition meetings.

Stress management for departments.

Civility at work

Words matter: how anger is expressed in the workplace so it is not possible threat.

Staff emergency fund – can provide aid to full time employee with continuous employment for past 12 months; provides aid to short term financial problems (examples: medical, funeral, etc.)

Lunchbox series, parenting topics, in conjunction with childcare center

Eldercare resources

Work/life balance training

Lactation/quiet room pjts

Flexible work arrangements

New location: NOA 3.200 Monday - Friday from 8 am - 5 pm by appointment (open during lunch)

### **Gary Martt, Office of Accounting User Services and Financial Information Systems: Fiscal year end, code schemes, etc**

You can find links to information in AskUS from the Office of Accounting webpage.

Class on fiscal year process – only one live class was offered but the class was archived as a webcast. Webcast is now onlin: go to Office of Accounting website and click on training resources:

<http://www.utexas.edu/business/accounting/training.html>

Online training videos

Class handout is available from the same web page; select the class handout you need and you can download the handout as a pdf document. Some handouts include outdated material but most is current. No rollbacks this year.

Slideshows from the classes are available online as well.

Code schemes: info still available on US1 (retired is the electronic office management process part of US1 but codes are still available on US1) Reports are now available in the new electronic office management website which is referenced in the US1 section for reports.

Move code schemes if you plan to use the same code scheme. UC3 in \*DEFINE – only \*one\* shot to do this per year; only \*DEFINE managers and delegates can use this feature to copy code schemes from current year to new year. Pick one or all and then confirm submission. You will receive a confirmation when submitted.

Enter name of code scheme into the EOM Office Details.

Etcetera:

Gary treated us to his own rendition of “Feeling Groovy” by changing the lyrics to tell us about the mainframe’s capabilities and limitations. This was followed by audience applause.

Some services through adds/drops, mainframe connections may be sluggish or down. As in previous years, be prepared for that possibility this year, too. Peak mainframe hours are 10 am – 3 pm.

Tips to help minimize:

Use before 10 or after 3, especially reports.

Search for info – narrow search criteria to make search most efficient.

Don’t double click action to speed things up; it doesn’t work and actually causes further delays.

UT should have a new mainframe system in January 2011. Possibly this upcoming peak period will be the last system slowdown we experience!

More information will be available via email this week and next.

### **Richard Beto (Document Solutions) and Fina Morales (Postmaster): Changes at the post office that will affect The University:**

3 changes – backdoor fee, change of address, and multi stops for mail to a single bldg.

Fina Morales – Postmaster of Austin, TX (27 yrs ago, she was a postal carrier – house to house & porch to porch).

Compliance is streamlined.

Changes on campus with delivery: over 600 delivery routes.

A time study was done and are now on campus.

A list of buildings with two or more stops will see changes - only one location on first floor into centralized cluster box with each dept having a key to the box. (See the attached list for a list of the buildings affected.)

If you are not on the list, you probably already have a one-drop.

Phase 2 will be to move current one-drops to first floor (if not already). This will start in Sept. Separations to be maintained at least for now.

The University is unique in the US – we are the only major university in the nation that still has a mailman making deliveries.

Caller Service – PO box address: no more free backdoor caller service. There is a nationwide fee to retrieve multiple times a day or to cut out waiting in line & going to the backdoor. This will go into effect for those departments that use backdoor services.

Forwarding mail – there should be no such thing at UT. If a department moves to a new bldg, USPS does not take change of address because the whole UT is not moving. It will default to the UT Mail Services to handle changes of addresses. You'll get your mail but it may be the guy in orange rather than the guy in blue. What will it cost to have the 5 guys (currently) deliver mail to service needs of UT? Can they manage all the deliveries to UT? This is unknown at this time. USPS Austin branches have to be back in compliance with the USPS. (This comes from recent audit findings).

Questions – send an email to Richard Beto at Document Solutions Department.

### **Arthur McDonald, HUB Program Office: HUB updates**

HUB & Small Business Coordinator

End of fiscal year, reminder to use HUBs (51% owned & operated by minority or woman).

Federal contracts need to continue to be concerned with their HUB requirements. Of the UT spent \$236 million this fiscal year, 15.1% went to HUBs. This figure may increase once all subcontracting figures are included.

There have been questions about identifying HUB caterers – four such companies have been identified– call Arthur McDonald if you need this information and he will help you determine which company will work best for your specific needs.

Start off fiscal year 2010-11 with a bang on your HUB dollars.

Monthly reports go to the Dean's & Directors. Check those reports to see how you are doing.

### **Jeff Stewart, Information Technology Services - Mainframe updates**

He is working with a group with System staff and Information Technology staff regarding peak performance period. He reminds us peak performance period occurs during registration and we may experience intermittent timeouts and problems. Heaviest timeframe is from August 23, especially 23<sup>rd</sup> – 25<sup>th</sup>.

Business offices working on minimizing load when possible and will be sending out reminders to users.

They will be inserting software to move larger inbox requests to smaller ones.

Turning off large requests, searches, and batch jobs.

### **Next Town Meeting: October 11**

Meeting was adjourned.

Feel free to contact any of the Committee Members if you have questions:

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