

**October 11, 2010 Town Meeting
Avaya Auditorium (ACES 2.302),
2:00 - 3:30 PM.**

Minutes

**I. Welcome by meeting moderator Gloria Holder, College of Communication
RTF Dept.**

II. Administrative Updates

Bob Harkins, Campus Safety & Security:

Bob Harkins discussed UT handling of the September 28, 2010 shooting. Not here to talk about what the police did or where we are in the investigation. Here to talk about areas we can improve.

1. Continue training and rehearsals for first responders and emergency staff.
UT paired up with APD and joint team entered PCL. Because of past training, it was as though UTPD and APD had worked together for a long time. Last such swat training was in August 2010. Last tabletop training involved a shooting scenario that was very much like what actually happened.
2. Simplify procedures in all areas.
3. Communicate with multiple means:
 - a. Text messaging (53,386 customers that day) Five messages went out. First message went out 8:19 a.m.
 - b. Siren: (Sound and Voice) Designated to drive people inside. Once inside a building, you can seek out information as to what is going on. The message "Stay where you until until 'all clear is given'" was sent but some people only heard "all clear is given" and thought it was safe. They are working on this.
 - c. E-mail. Takes about 45 minutes to get out so it is not the first method of contact.
 - d. Social media: (Twitter, Facebook, etc.) UTPD now has 10,000 contacts on Facebook. New software allows UT to send out information thru many social networks simultaneously and avoids duplication of work.
 - e. 1-800 Phone line (1,500 calls by 3:00 P.M.)
 - f. Internet web postings (UT H/P, EMP, Departments)
 - g. Campus TVs/Flat Screens
 - h. Public Media – often you hear that "we don't know" but this often means "we can't say". Easier to withhold information until it is confirmed than to retract wrong information.
 - i. Pagers: (Building Managers)
 - j. AdHoc (Computer notification)

- k. Electronic Building Access Control – simultaneous lockdown of many buildings from a central location.
 - l. Interoperable Radios
- 4. Clarify wording and action required when conditions are announced. Wording was not clear to everyone so better definitions are needed. Campus is closed, shelter in place, lockdown, all clear need to be better explained. For instance, lockdown should signal that you lock all exterior doors to your building.
- 5. Define actions of campus when these words are used.
- 6. Prepare/Train students, faculty, staff: (Define role and actions) Everyone should know what to do, what are expectations of faculty, staff, and students. This will be addressed thru Deans, Department Heads, etc.
- 7. Streamline all decision making. Automatic actions like stopping the buses, blocking entrances to campus, etc.
- 8. Improve flow of information

Concerns:

- 1. We must clarify actions of all staff and faculty during an emergency. Great UTPD website video “Shots Fired”; watch this video to make sure your people know what to do.
- 2. We must assist all staff and faculty to know the warning signs in students and employees.
 - a. EAP / CMHC
 - b. BCAL (232-5050)
 Another great UTPD website video: “Flash Point”; this one helps identify warning signs and how to deal with them.

It’s been a rough semester and we’re not finished with the semester. Watch for warning signs that people need help.

Terry McMahan, University Police Dept.:

Reminder about the safety videos available on the UTPD website. “Shots Fired” and “Flash Point” are highly recommended. “Shots Fired” is a preventive tool. You can contact Terry McMahan at 232-9699 if your department would be interested in having UTPD provide an officer to come to our area and talk with you about dealing with incidents like the 9/28 shooting.

UTPD website:

<http://www.utexas.edu/police/>

Hamon Barlow, University Services /Joanne Arroyo, US Post Office:

Harmon talked about mail as a communication device.

Mail Acceptance Form: Please use the current form and fill them out correctly. Follow the directions on their website to obtain the appropriate barcode for your departmental account number.

Website:

<http://www.utexas.edu/documentsolutions/mail/>

U.S. Mail: USPS has been installing cluster boxes in buildings that did not previously have them. Fifteen buildings have recently had installations of these boxes. Harmon apologized for any inconveniences to departments and emphasized that these will help USPS cut costs while still providing service. One central location per building replaces multiple USPS drops to a single building; this provides additional cost savings to USPS. Phase 2 is continuing installation of cluster boxes but to buildings with an existing single delivery point.

Joanne Arroyo, U.S. Post Office:

Cluster boxes installed in every building to which USPS delivers. Letters were sent to affected departments. Location of boxes has been determined in conjunction with the Fire Marshall. Nov 1 is tentative date for start of Phase 2. In a year from now, all mail deliveries to UT departments will be handed over to UT Mail Services. Existing cluster boxes previously provided by US Mail Services are not affected. If excess mail is delivered and it does not fit in the cluster box, the mail will be delivered to the department.

Mary Knight, Budget Office:

5% budget reductions are complete. The additional 10% State budget reduction requested by the Governor is just a planning request at this time and we won't know if it is to really be implemented until the State Legislature meets and approves the State budget. Legislative session starts mid-January and goes through the end of May. It may last longer this time because redistricting is also on the agenda; special sessions may be necessary before we have the State Budget. This means we may not know about future cuts by May 31st.

DPAC discussing budget reductions. If you report to a VP, they have dollar amounts if the 10% State reduction becomes effective.

One time merit increases for staff will be on an off cycle payment document released December 7th (same time as hourly payroll; must have final approval by Dec. 2nd). HRS is working on the OPA document for these one-time-merit payments; this document is scheduled to open November 1st.

Budget Update document in conjunction with HRMS web-based documents – if you worked on the budget and have suggestions for enhancements, feel free to submit them to Mary.

Jerry Fuller, Office of the VP and CFO:

Purchasing Updates - Rae Lender retired 9/30/10. Her replacement is Marcus Grimes from AMD; he started 10/11/10. He will report to Vanesa Hayward. UT Market status update: Phase 1 user group comprised of limited number of participants and has been looking at the marketplace from a user's perspective. HUB office has also been involved will go live in mid-January with June 30, 2011 campus wide roll-out.

Fourteen suppliers will be available to the entire campus soon. 35-50 suppliers will be available later. You will enter through the existing eCommerce site. Some vendors have "hosted catalogs" and others will be treated as "punch out" suppliers where there will be a UT link to their website. Grainger, Office Depot, Fisher Scientific, VWR, Campus Computers, etc. While filling your shopping cart, you can shop multiple suppliers and when you go back into Point Plus, you can create separate requisitions from your UT Market basket. When you allocate between accounts, it keeps track of order balance vs. account totals.

Live order testing to begin in late November: seven Campus units in Phase 1. Final stages of design and testing: Shopping, requisition creation, purchase order dispatch, receiving, and electronic invoicing. Campus wide Training plan will be finalized soon. After about thirty days after live testing has been done - anticipating mid-January - the UT Market will roll out to the entire campus. Goal completion to train and implement to entire campus is June 30, 2011.

The UT Market Create requisition: Approval Workflow: Create PO: Dispatch PO: PO Receipt & Order Acknowledgement: Shipment & Supplier Invoice: Receiving Report: Voucher Automatically Created: AP Monitor Match: Payment Released.

The Office Depot contract through US Communities expires Dec 31. There is also currently an Office Depot cooperative purchasing contract with PCPN; they will allow us to keep same pricing through 8/31/11. Meanwhile, another alliance RFP for office supplies is out now and an award is expected in mid-to-late November.

Vendors targeted initially are those for whom there is a large number of orders. This allows streamlining repetitive tasks. Cart can be filled and assigned to the Purchasing Office buyer. The cart can also be filled and assigned to another department employee before being assigned to Purchasing.

Regardless of delivery to Central Receiving desktop delivery, the voucher will be generated automatically. A Desktop Receiving functionality will be available to departments so a Receiving report will be generated.

Invoice will also be done electronically.

UT Market vendors will either have a contract or business agreement in place so additional bidding is not required.

All the Market vendors know we are tax exempt and many will not charge shipping/handling. If shipping/handling is charged, it will be included on the order.

Lee Loden, Travel Management Services

Check out their website:

<http://www.utexas.edu/travel/>

Travel ListServe is the only mechanism available for Travel Management; important for you to be on the ListServe if you handle travel.

New May 2010 Chancellor & Provost – check restricted region list.

Faculty, staff, and students may request an exception to the above-mentioned travel restrictions by following the procedures outlined below. **All requests MUST be submitted to the IOC at least 4 weeks in advance of proposed travel.** No incomplete requests will be accepted. The IOC decision to approve /deny this exception is final.

Complete online form:

http://www.utexas.edu/international/travel_restrictions/individual.html

1. Complete a [Travel Restriction Exception Form For Individual Travelers](#) including a detailed itinerary of the trip.
2. Write a letter to present to the IOC. (Students must have signed letter of support from a UT Faculty member). This letter should:
 1. Endorse the purpose of travel to the proposed location
 2. Detail the compelling reason why the travel must take place in the proposed location(s)
 3. Explain why the traveler cannot engage in either a similar or alternate program in a different location
3. Submit all of the above materials to the Chair and Dean for approval and signature.
4. Submit ALL documents /supporting materials to the International Risk Analyst for review by the IOC.

Category 1 or 2 country – longer petition period requesting permission. This goes to Erin Wolfe in the International Office for a Oversight Committee review. The Committee must approve before the travel can be done.

Category 3 country – send to Lee:

Faculty and staff proposing travel to a Category 3 region is easier but should still fill out a Request for Travel Authorization (RTA) that includes an itinerary and

justification for travel. A completed [Faculty/Staff Emergency Contact Form](#) must be submitted Lee for approval.

To determine a country's category:

http://www.utexas.edu/international/travel_restrictions/regions.html

To see U.S. State Department travel warnings:

http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html

Lee runs international reports daily of who is traveling to restricted countries where without the permissions required.

This is the result of an unfunded mandate by the Provost.

For International Risk matters, Lee on 24 hour call. If anything happens, Lee must identify who is affected so the travelers can be evacuated, assisted, etc. promptly.

Transport Safety Assn (TSA) – cheat sheet provided by Lee. Anyone making a reservation must use exact name on government ID being used for the airline ticket (TDL, Passport), date of birth, & gender. If not, airline will cancel reservation but no timeline required by airline.

Redress number is for people on the Watch List (Homeland Security) so system knows you are not the person on the Watch List.

Texas Procurement & Support Services: Rental contract RFPs in process:

Enterprise and Avis contracts expired & contracts may be changing.

JP Morgan travel cards will be changing to CitiBank. Implementation mode soon – you will be contacted by Lee's office.

Airline mergers: Continental and United have merged.

Southwest is buying AirTran.

Hotel directory on the State's website:

UT System wide contracts on UT Travel Management website:

<http://www.utexas.edu/travel/>
(EID required)

Starwood program: 20% off worldwide (good once your travelers leave Texas)

Provided handouts: "Travel Management Services Resource Guide" and "Secure Flight Program"

III. Closing – next meeting is December 13, 2010.

Archived broadcast for October 11, 2010 meeting:

e-rtsp://146.6.74.12:7070/townhall_10_11_2010.mp4

TOWN MEETING MISSION STATEMENT:

“Providing for dialog and information exchange between departmental staff and administrative offices to accomplish the daily performance of tasks in the most efficient and effective manner.”

<http://www.utexas.edu/staff/townmeeting/>