

In This Issue:

CARE Awards
Service Awards
Business Services Awards
Coffee with the President
Compliance Training

UTD SUN

Staff Council
"Sending U News"



February 2003

Vol. 6 No. 3

This is a publication for the staff of The University of Texas at Dallas

FALL CARE AWARD RECIPIENTS

The Fall CARE Award recipients were honored January 21 in the Green Center. Each recipient received a certificate and an engraved clock to commemorate his/her contribution to the University. CARE Awards are given twice a year. For more information and the nomination form see <http://www.utdallas.edu/utdgeneral/staffcouncil>.



Lisa Garza, Jimmy Casey, Jody Nelson, David Ritchey, Rochelle Peña, Tiah Lambert

Lisa Garza, Residential Life Coordinator, Student Life — Lisa has

a positive, encouraging, and supportive attitude that allows her team to realize its full potential. She is on call 24/7 and is available to students at all hours. She participates in multiple campus and community activities.

Jimmy Casey, Assistant Registrar, Office of the Registrar – Jimmy is cheerful and patient beyond the most demanding of expectations. He was helpful in implementing the *On Course* system and helped make it a positive tool instead of “have to” part of the job. Because of his attitude, dedication, and cooperation with the advising staff, he makes their job that much easier and more pleasant.

Jody Nelson, Associate Vice President of Administration and Compliance – Jody is a leader with great insight and determination. She is a wonderful mentor, boss, and friend. She quickly evaluates a person’s capabilities and builds on them. She participates in both campus and community events and is sensitive to the needs of her family, friends, and neighbors.

David Ritchey, Assistant Dean, School of Management – David has done great things to improve student satisfaction with his department. He has passion for his work and never passes the buck.

David goes the extra mile in attempting to meet the needs of students that come to him for advice. He takes the time to personally handle student issues, and is a model boss.

Rochelle Peña, Fiscal Officer, Eric Jonsson School of Engineering and Computer Science - Rochelle is the “go to” person in the new Engineering and Computer Science building. For months,

she has put in countless hours assisting in the timely opening of the building. She always has time for everyone that stops by. Rochelle’s service to UTD is that of a role model.

Tiah Lambert, Library Copy Center Cashier – Tiah demonstrates financial integrity with accurate accounting, and assists in formatting policies and procedures for her department. She has great ideas for keeping morale high and has the ability to carry out those ideas. She brings flowers from her own home garden to brighten up the whole library, and also devotes much of her time to community giving.

Spring CARE Award nominations are due March 31. Nominate a deserving fellow employee.

RETIREMENT ANYONE?

The Office of Human Resources is hosting a Retirement Planning Fair in the Student Union Galaxy Rooms, March 18 and 19, 2003. Mark your calendars and watch for more information regarding special topics and vendor presentations.



Any perks?

COFFEE WITH THE PRESIDENT DISTRICT 2

Eight staff members along with Dr. Sutton and Dr. Jenifer met for coffee. Dr. Jenifer explained that he liked to meet with staff in a small setting to prevent any miscommunications. He then had everyone introduce themselves and tell what he/she did for the university.

The President said this was a difficult year due to financial cutbacks but he felt these cutbacks would only require some fine tuning of the budgets. He also felt that the state still had some options which would help in the long term.

Dr. Jenifer spoke about some goals he felt were obtainable including: merit based raises, retirees privileges and better signage. He also wants to remind staff that U.T. Dallas is selling a product (education), and as good salespeople we need to continue our friendly service to our customers.

Dr. Jenifer then asked about our concerns and received several suggestions and comments from the group.



SUN SPOTS

Chief Colleen Ridge and Assistant Chief Debra Marable of the UTD Police Department were the featured speakers at the December Staff Council meeting.

Assistant Chief Marable explained their organizational structure and emphasized that they are a full-fledged police department with highly trained personnel. Each officer completes training at one of the top three academies

in Texas. Their training includes: firearms, criminal investigations, first aid, traffic law, Texas penal code, and arrest procedures.

She detailed the many services offered to the campus community. These include: walking escorts, battery jump assistance, criminal investigations, lost & found, emergency call boxes, vehicle unlocks on manual doors only, lock-out assist for offices, maps & temporary parking passes at the information center, and valuable property engraving.

The UTD Police Department has: county-wide jurisdiction, a Special Response Team, an Explorers sponsorship, and undercover officers.

Chief Ridge reminded us that faculty and staff must notify the police department in advance and in writing to request after hours access to secured areas.

Chief Ridge explained the role of the Parking and Security Committee and stated that the committee sets the parking rules. The committee members respond to appeals via email (average response time is 2 hours). The appeal procedures are detailed on the web at <http://www.utdallas.edu/parking>.



MOMENT IN THE SUN BUSINESS AFFAIRS OUTSTANDING EMPLOYEE AWARD

On December 16, Business Affairs awarded the first Business Affairs Outstanding Employee Award to Gina Niemann, Accounts Payable Supervisor.



This award was implemented this fiscal year and will be awarded quarterly based on nominations from Business Affairs employees. The award was established

to recognize employees who consistently perform above and beyond expectations, accomplish a special one-time achievement, or deliver exceptional customer service.

Gina Niemann has worked for UTD for 5 1/2 years, first as an Internal Auditor and then as the Accounts Payable Supervisor. Gina is extremely customer oriented. She maintains a positive attitude despite constant interruptions. When you ask Gina for help she never says it's not her job. She just handles the situation quickly and graciously.

At the award ceremony Gina was serenaded by the three Business Affairs Associate Vice Presidents who extolled her virtues to the tune of *We Three Kings*. Mr. Robert Lovitt, the Senior Vice President for Business Affairs, then presented Gina with an award plaque and gift. Gina, in her very creative acceptance speech in the form of a poem based on *Twas The Night Before Christmas*, pointed out that she is able to deliver excellent service only because of the assistance of her wonderful Accounts Payable staff. There is definitely a team spirit present in this hard working group.

The Printing Services Division was also featured at the award ceremony. At each ceremony, one department is introduced to all the Business Affairs employees. Gary Haag, the Manager of Printing Services, introduced his employees and explained their job functions. By featuring various departments, Business Affairs employees will get to know one another better and appreciate the services that everyone performs.



If your department wishes to recognize an employee for a notable achievement (work or personal life) please submit an article to: staffcouncil@utdallas.edu. It is great to have a picture included (if possible) for their **Moment in the SUN**.

ANNUAL GENERAL COMPLIANCE TRAINING

It is once again time to begin UTD's annual General Compliance Training. All benefit eligible employees (employed at least 50% time, for more than 4 1/2 months) are required to complete training. Soon you will receive an email advising you of your assigned training modules, and giving you instructions for logging onto the web-based training system—the Training Post. Please note that all training must be completed by April 30, 2003.

This year, new employees will be assigned a list of required modules, and must complete their training within the first 30 days of employment. In order to accommodate new employees, the Training Post will be up year-round.

In conjunction with the general compliance training modules, there are nine job-specific training modules in the Training Post. They are:

- ARP-ATP Principle Investigator Training
- Cash Handling
- Form I-9: Verifying Employee Work Eligibility
- Human Subjects in Research
- Petty Cash Funds
- Property Inventory
- Purchasing Cardholder Training
- Purchasing Cardholder Training (supervisors)
- Texas Hazard Communication Act

You may be assigned a job-specific module depending on your duties. For example, if you are a petty cash custodian, possess a UTD purchasing card, conduct equipment inventory for your department, etc.; you will be required to complete the appropriate additional training module(s).

For more information on UTD's Institutional Compliance Program and The General Compliance Training Program, please visit the following web site: <http://www.utdallas.edu/BusinessAffairs/ComplianceProgram1.html> or contact Debra Harrison, Compliance Coordinator, at 2240.

SAFETY TIP

Something all Texans should know, Texas Department of Public Safety Roadside Assistance Hotline is for motorists to contact for non-emergency roadside assistance. When a call is received, DPS notifies the appropriate local police agency or DPS office. Examples of when to call the hotline include: stranded with car problems, hazardous road conditions, debris in the roadway, suspicious activity at a rest area, and obviously intoxicated or dangerous drivers. In an emergency, 911 is still the first number to call. The number is on the back of your driver's licenses, just above the barcode, 1-800-525-5555. Some information to have ready when you call: name, vehicle description, cell phone number, highway mile marker, and city/county location.

CRIMINAL BACKGROUND CHECKS

The President's Cabinet is scheduled to review and adopt a revised criminal background check policy this spring. Once a revised policy is adopted, it will be posted on the Business Affairs policy web site.

CHECK OUT THE FOLLOWING:

The Benefits Committee and Staff Council thank you for making our annual Poinsettia sale a great success. When you purchase a Poinsettia or a Valentine's Day balloon (and the forthcoming cookbook) your money goes to support the Staff Council Scholarship Fund, which in turn helps a staff member. Thank you again for your support.

The annual **Valentine's Day Balloon Sale** will take place **Friday, February 14**. Watch for the flying red hearts on that day.

The cookbook is now becoming a reality and we plan to have it finalized and to the printers in the next few months. If you still want to donate recipes, please do so. You may submit your favorite food or beverage recipe by email to sbiddle@utdallas.edu.



STAFF EDUCATION BENEFIT

The University of Texas at Dallas offers eligible employees the opportunity to register for up to six hours of regular academic credit per semester and receive a waiver of incidental fees. The benefit does NOT include the waiver of legislatively enacted fees (Student Services Fee, Student Union Fee, Recreational Facility Fee, Medical Services Fee, International Education Fee, etc.) or course fees, such as lab fees, field trip fees, etc.

The education benefit program was implemented in 2002, with 62 waivers being issued (18 - Spring 2002, 15 - Summer 2002, and 29 - Fall 2002). If you are a student and haven't taken advantage of this benefit, you should. It will save you money. The requirements and application form are on the Human Resources webpage at: http://www.utdallas.edu/utdgeneral/business/hr/staff_education_benefit.htm.

UTD ANNUAL GOLF TOURNAMENT

From pro to duffer, all are welcome to sign-up for the UTD annual golf tournament, April 25 at Sherill Park. The cost is \$85 per player and the proceeds benefit the UTD Student Scholarship Fund. For more information contact Austin Cunningham at 2286 (cunning@utdallas.edu) or Bob Lovitt at 2213.



SERVICE AWARDS

The University of Texas at Dallas will honor the following employees during the annual Awards. The program will take place in the Conference Center on February 26, at 3pm.

Employee	Years of Service	Employee	Years of Service	Employee	Years of Service
Gerken, George	35	Cole, Sharon	15	Tracy, Paul	10
Hoffman, John	35	Dormanen, Dorothy	15	Warren, Mary	10
Mitterer, Richard	35	Dunn, Donald	15	Wildenthal, Hobson	10
Pessagno, Emile	35	Eicke, Sam	15	Willis, Ann	10
Cunningham, Austin	30	Henery, Denyse	15	Wilson, Michael	10
Kuner, Ekkehard	30	Hoorman, Phyllis	15	Zeng, Xiaoxian	10
Melton, Lynn	30	Jones, Edward	15	Antonisse, John	5
Sherry, Allan	30	Kamuyu, Lisa	15	Banker, Rajiv	5
Arceo, Jesus	25	Lamson, Donna	15	Bastani, Farokh	5
Armour, Philip	25	McNulty, Diane	15	Benavidez, Leon	5
Egea, Esteban	25	Mikoryak, Carole	15	Biewer, Michael	5
Lewis, Judith	25	Overstreet, Del	15	Bittner, Cathy	5
McCormick, Bruce	25	Reitzer, Lawrence	15	Briester, Jeffery	5
Phillips, Jerry	25	Robbins, Marjorie	15	Burgett, William	5
Rabe, Stephen	25	Tollis, Ioannis	15	Calhoun, Daniel	5
Stell, Dorothy	25	Trimble, Mary	15	Casey, Cristen	5
Thomas, Wayne	25	Triplett, Edward	15	Chlamtac, Imrich	5
Wilson, Gayle	25	Abdel-Salam, Mohamed	10	Cooper, Evelyn	5
Wilson, Phillip	25	Bain, Andrea	10	D'Antoni, Maria	5
Bass, Frank	20	Beabout, Tye	10	Decker, Karen	5
Ferguson, John	20	Bowles, Sharon	10	Donovan, Michael	5
Geiger, Barbara	20	Cauller, Lawrence	10	Dorsey, Beth	5
Goux, Warren	20	Dashefsky, Evelyn	10	Ebron, Von	5
Green, Gary	20	Durbin, Cynthia	10	Friesenhahn, Cheryl	5
Hodges, James	20	Frum, Therman	10	Fumagalli, Andrea	5
Holbrook, Leora	20	Kovacs, Zoltan	10	German, Gene	5
Huber, Mary	20	Levene, Stephen	10	Gutierrez, Jose	5
Krauss-Lehrman, Patricia	20	Lucas, Michel	10	Haag Gary	5
Lanham, Jack	20	Messer, Toni	10	Hamblin, Michael	5
Stern, Robert	20	Michaelson, Patricia	10	Hamer, Sherilea	5
Sullivan, Elizabeth	20	Musselman, Inga	10	Hargrove, William	5
Aquatero, Joan	15	Nezworski, Teresa M.	10	Jackson, John	5
Barnes, George	15	Patterson, Judith	10	Jacob, Varghese	5
Baxter, Cheryl	15	Perkowski, Gaby	10	Jarrell, Karen	5
Byrne, Dale	15	Ryu, Young	10	Jerger, James	5
Chapman, Sandra	15	Salazar, Homer	10	Jerger, Susan	5
		Tollett, Eileen	10	Johnson, Janie	5
				Johnston, John	5
				Johnston, Lori	5
				Joiner, James	5
				Kossover, June	5
				Kuo, Wen-Yuan	5
				Lucas, Steven	5
				Mizutowicz, Wanda	5
				Molina-Lopez, Nilza	5
				Moller, Aage	5
				Moltz, John	5
				Muhammad, Gloria	5
				Nason, Meryl	5
				Niemann, Gina	5
				O'Brien, Daniel	5
				Patton, Steven	5
				Peace, Edie	5
				Polando, Gregg	5
				Portillo Jorge	5
				Prakash, Ravi	5
				Prisock, Delfina	5
				Reynolds, Richard	5
				Robinson, Virgil	5
				Rollins, Regina	5
				Rose, Jim M.	5
				Sanders, Penny	5
				Schneider, Barbara	5
				Seekri, Raj	5
				Sethi, Suresh	5
				Slovak, Sherry	5
				Smith, Dana T.	5
				Smith, Erin	5
				Sooter, Lana	5
				Stearns, Roger	5
				Stephens, H. Dwain	5
				Stringer, Betty	5
				Thompson, Lucien	5
				Turner, John	5
				Valentin, Randall	5
				Vo, Quy	5
				Walters, Robbie	5
				Walvoord, Kreg	5
				Wiser, Carolyn	5
				Worley, Cathryn	5
				Yen, I-Ling	5
				Zamberlan, Kenneth	5
				Zientz, Jennifer	5

NEW EMPLOYEES

November 2002

Adrian C. Atanasiu
Reginald Avery
Anna Christine Beresniova
Christine Braxton
Jessica Brown
Carmelo Dorvil
Carla Garner
Wan-Lan Mary Han
Lisa Johnson
Delvora King
Diane Lafving
Azalie Lambert
Jeong Soo Lee
Brenda Mahar
Tara Nelson
David Rackley
Mary Ann Routzahn
Mimi Segovia
Emily Skinnell
Marsha Story
Bao Tran
Martha Weaver

December 2002

Michael Blanco
Heather Burge
Jesse DeGuzman
Tania Dickerman

James Dorman
Maegan Dumas
Jose Fernandez
Mikal Galperin
Gayle Gentile
Chad Arthur Goins
Paula Gosling
Saketha Hightower
Debra Leiter
Kevin Podsiadlik
Divakar Rajamani
Laura Rose-Young
Jane Shipman
January 2003
Pam Chivaluksnan-Hamby
Lucas Frenress
Huyk-joon Oh
Elizabeth Varghese
Cynthia Witty

Retired

Mary Hansen
Cheryl O'Steen
Dean Presnall
Edward Walters

Deceased

Ruby Cannady
Robert Fielder
Clifton Harris

FLU SHOTS NO PAIN - JUST GAIN

During the two-day event there were 183 shots given the first day and 69 shots given the second day. We received \$144 in donations to the Staff Scholarship Fund.

Thanks to the many participants for making this a successful event.

David Maldonado
Chair, Staff Council



STAFF COUNCIL PROPOSALS ON THE PRESIDENT'S DESK

- Social Security Number Privacy
- Signage Request
- Retiree Benefits/ID Cards
- Retiree Association