June 3, 2020 - Welcome!

Hosted today by:
COLLEEN DUTTON, CHIEF HUMAN RESOURCES OFFICER
The Office of Human Resources

Mission:

To enable the success of others.

What we do should help others be their best at what they do best.
A Value Added HR Department:

• **Makes it easier for people to get their job done.** Reduces unnecessary roadblocks that derail the flow of teaching, research, and service to students.

• **Proactively partners with schools and divisions on recruitment and retention activities** that will recognize and develop high performers, and in anticipating future staffing needs.

• **Promotes competitive pay and benefits** that are of value to faculty and staff. Provides on going benefits education so employees fully utilize and understand the total rewards offered at UTD.

• **Partners with schools and divisions to raise the performance standards across campus** to encourage and support positive employee relations and career development.

• **Develops faculty and staff leaders** to advance the strategic plan of UTD.

• **Serves as a role model for customer service excellence.**
Honor & Respect
Agenda

• Colleen Dutton
  o Welcome
  o You Asked, We Answered
  o Update on COVID 19 response and return to campus plans
• General Announcements
• Guests
  o Darren Crone – Educational Technology Updates
  o Nate Howe – Information Security - Compliance Training
  o Brian Dourty – OIT – Voice Migration, Web Ex, Zoom, Teams
  o Dr. Calvin Jamison – Facilities and Economic Development Update
  o Orkun Toros – Office of Budget and Finance - FY 2021 Initial Projections and Overview of Identified Solutions
  o Dr. Joseph Pancrazio – The Office of Research – Research Updates
• Benefits and Wellness
  o Benefit Plan Rate for 2020-2021
  o Save the Date for Benefits Annual Enrollment – July 15-July 31, 2020
  o Save the Date for Virtual Benefits Fair - July 20-July 31, 2020
• Closing Comments
How questions will be addressed during the forum:

1. Please type your questions in the chat feature.
2. Questions will be addressed periodically throughout the forum.
3. Questions will also be addressed at the end of the forum.
4. We will do our best to answer as many questions as possible. For unanswered questions, please email the appropriate HR contact. Emails can be found at the end of the presentation.
1. Will there be any special preparation or instructions or training before we return to work?

2. Will those of us close to retirement have incentives to leave early to help save the University money?
Update on COVID 19 response and return to campus plans

– Will continue to work remotely until further notice

– Be as flexible as possible on who is required to come to office

– When we do, it will be a phased in process with limited number of people on campus at same time
Darren Crone
Assistant Provost

EDUCATIONAL TECHNOLOGY SERVICES
• All courses are online for summer, fall TBD
• Spring was about getting students across the finish line
• Summer and beyond are about academic excellence
• Safety first! We will be leveraging technology and logistics to facilitate social distancing, a high quality educational experience, and academic integrity
• Trained 1,500 non-unique faculty and staff
• eLearning & CTL to deliver online workshops: https://ets.utdallas.edu/elearning/instructors/tutorials/training
• eLearning Faculty Mentors to support your transition to the online classroom environment: https://ets.utdallas.edu/elearning/rapidremoteresources
• The eLearning Team is here to assist with any issues you may have, and is available for consultation: elearning@utdallas.edu
Questions?
Nate Howe
Chief Information Security Officer

INFORMATION SECURITY
Security Awareness Training

HB 3834 Compliance

• Extension through 6/8/20 to allow maximum participation
• Training consists of 4 videos (about 1 hour)

Phishing Exercises

• Aggregated results will be used to identify schools and departments at high risk of compromise
• Additional training may be assigned
Updates from OIT

- Telephone System and Faculty/Staff Email
- Collaboration Tools
Telephone and Email

• What’s Changing?
  – Campus telephone system is being replaced by MS Teams
  – Faculty/Staff email migrating to Microsoft 365 Cloud

• When is it happening?
  – June through October
  – Weekly cycles by department
  – Initial schedule has been announced

• Why?
  – Replacing aging infrastructure
  – Reducing operating expenses
  – Providing more capacity and features

• If you need a headset now visit:
  https://www.utdallas.edu/oit/remote-work/purchasing-headsets/
Collaboration Tools

• Blackboard Collaborate
  – Campus-wide licensing, part of Learning Management System contract

• MS Teams
  – System-wide licensing

• Webex
  – Campus-wide licensing
  – Multi-year contract ends in October
  – Disabling the “call me” feature

• What about Zoom?
Teams Live Resources: utdallas.edu/oit/o365/
FACILITIES AND ECONOMIC DEVELOPMENT

Dr. Calvin Jamison
Vice President

FACILITIES AND ECONOMIC DEVELOPMENT
COVID-19 Campus Readiness at UT Dallas

COVID-19: The UT Dallas Response

COVID-19 Working Groups

- Under the direction of President Benson, Chief of Staff Rafael Martin convened working groups to discuss what is being done to prepare various departments for return to campus, discuss issues that need to be addressed and provide suggestions to ensure the health, safety and security of the campus community.

- Working groups are currently reviewing the “Comets Return to Campus” document, which will provide specific guidance to faculty, staff and students as the university authorizes a phased re-entry to campus.

COVID-19 Working Groups:

<table>
<thead>
<tr>
<th>SUBJECT</th>
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<tbody>
<tr>
<td>Academic Continuity</td>
<td>Dr. Inga Musselman</td>
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<tr>
<td>Administrative Continuity</td>
<td>Colleen Dutton</td>
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<td>Campus Readiness</td>
<td>Dr. Calvin Jamison</td>
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<td>*Comets Return to Campus</td>
<td>Rafael Martin</td>
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<td>Communications</td>
<td>John Walls</td>
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<td>Domestic Travel</td>
<td>Dr. Inga Musselman</td>
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<td>International Travel</td>
<td>Dr. Inga Musselman</td>
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<td>On-Campus Housing Readiness</td>
<td>Dr. Gene Fitch</td>
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<tr>
<td>Research Continuity</td>
<td>Dr. Joseph Pancrazio</td>
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Preparing Campus for Re-Entry

“Comets Return to Campus” Phased Re-Entry Process Guidelines

OPERATIONS
- Essential operations never ceased on campus (i.e. Facilities Management, Auxiliary Services, Campus Safety, Housing Operations, etc.)

RESEARCH
- Strategically selected faculty, staff and graduate students was the first group returning to campus on May 26th.
- They are operating at 25% capacity until further notice.

ADMINISTRATION
- Plans are in process to determine next steps regarding administrative staff.
- Whose work can be completed remotely? What staff members need to return to campus for work?

TEACHING
- Because summer class delivery will be online, this will likely be the last group to return as we prepare to welcome students back to campus.
Here’s the Campus You’ll Be Returning To!

Beautiful Landscaping

Sciences Building & Courtyard
Here’s the Campus You’ll Be Returning To!

- CLEP III Promenade
- Enhanced Signage
- New Nitrogen Tanks
Here’s the Campus You’ll Be Returning To!

Phase 3 of Northside at UT Dallas- opening Fall 2020
Campus Sanitization: What Has Been Done

**Full deep cleaning of campus by custodial staff**
- Wiped down of all desk surfaces, door handles and push plates, handrails and other community use areas
- Electrostatic sanitization of areas where deep surface cleaning is not appropriate
- Adopted a ‘blue tape’ indicator to determine what building space has/has not been used to assist with cleaning efforts

**Purchase of 50,000 2-oz bottles of hand sanitizer for campus distribution**
- 30,000 bottles available for students through Hayley Minton (Housing Point of Contact)
- 15,000 bottles remain available for departments through Facilities Management

**Purchase of permanent sanitizing stations (with 6 refills each) as well as wall mounted sanitizing stations.**

**Installation of plexiglass at customer service points in research building. Continued installation at heavy-traffic customer service points across campus will continue throughout the summer.**
- Freestanding countertop options or hanging plexiglass shields will be installed as appropriate
Auxiliary Services: What is Being Done

• The Office of Parking & Transportation is completing full implementation of the License Plate Recognition (LPR) program. The new system will limit the number of customers needing to visit the office to pick up physical decals for vehicles.

• Transition of food services from Dining Hall to Starbucks during Summer:
  • Limits cafeteria settings, while still providing breakfast and lunch/dinner food items on campus.
  • Allows Auxiliary Services needed time to make changes for post COVID-19 service delivery.

• Installation of Plexiglass barriers at all customer interface points related to Food Services
Auxiliary Services: What Has Been Determined

• Dining Hall West will be open in the fall. 300 seats will be removed to support social distancing. *No price increase* for meal plans this term

• All food court venues, stand-alone facilities (i.e. Einstein’s, Jason’s Deli) and Marketplace Grab-and-Go locations will be open in the fall.
  • Some locations will have remote pick-up locations during rush peaks to limit lines.
  • The location occupied by IHOP Express will become *Taco Bell*.

• Creation of **Mobile Ordering System** for Food Services (Boost Mobile)
  • Will allow for payments via Comet Cards and Credit Cards

• Starship **Food Delivery Robots** will be available in the fall—Robots will be sanitized after each delivery

• Bookstore & Tech Store will provide free FedEx shipping for online textbook and hardware orders. Curbside pickup and drop off will be provided.
Preparing Campus for Re-Entry: What Must Be Done

**Campus Signage:** Creation of signage and all campus entrances is underway encourage a “COVID-19 Free” campus. Floor-level and eye-level social distancing and directional signage will be installed throughout high-traffic areas of campus with a focused message on health, safety and security.

- **PERSON ONLY ON ELEVATOR**
- **Keep TEMOC Safe!** Wear a mask or face covering to reduce the spread of germs!
- **PLEASE USE HAND SANITIZER BEFORE ENTRY**
- **PLEASE YIELD TO OTHERS TO MAINTAIN A 6-FT DISTANCE**
- **THANK YOU FOR PRACTICING SOCIAL DISTANCING**

[utdallas.edu/coronavirus]
Preparing Campus for Re-Entry: What Must Be Done

Campus Signage Considerations:

- Signage will be placed to mark a distance of six feet between each person in elevators, food service areas, retail establishments and other locations
- Line management plans are under consideration for the Bookstore, Tech Store and Food Services locations
Preparing Campus for Re-Entry: Physical Changes

Reduce classroom, hallway & open area seat capacity. Currently evaluating options including:

• Placing bags over fixed seating
• Removing a number of chairs from classrooms, huddle rooms, conference rooms, and other common areas
• Taping off areas as needed
• Also working to remain ADA compliant and ensuring proper ingress/egress options for proper fire evacuation routes
Preparing Campus for Re-Entry: Scheduling/Social Considerations

**Classroom Queuing**
- Should students wait outside the classroom using six-foot designations in the hall?
- **Staggered class schedules** could allow for classroom cleaning between classes
  - Consideration of additional funding would be needed for cleaning staff and cleaning supplies

**Staff Schedules**
- Special consideration should be given in cubicle workspace environments
  - Monday-Wednesday-Friday schedules vs. Tuesday-Thursday schedules
  - **Staggered reporting/departure times**
  - Two weeks on campus/ two weeks remotely
  - Identification of positions that can work remotely long-term

**Facilities and Processes for Testing and/or Quarantine**
- Identifying processes and facilities on campus for COVID-19 testing, contact tracing and/or quarantine
- Partnerships with local hospitals and/or pharmacies
Questions?
Orkun Toros
Assistant Vice President & Chief Budget Officer

OFFICE OF BUDGET AND FINANCE
UT Dallas – Revenue Task Force

**Vice Presidents**
- Inga Musselman – Provost
- Rafael Martin – Chief of Staff
- Gene Fitch – Student Affairs
- Joe Pancrazio – Research
- Terry Pankratz – Budget & Finance

**Deans**
- Stephanie Adams – ECS
- Hasan Pirkul – JSOM
- Steven Small – BBS

**Member of Academic Senate**
- Michael Rebello – JSOM Professor

**Other Key Participants**
- Richard Benson – President
- Eva Burnett – Budget Director
- Orkun Toros – AVP Budget
UT Dallas – Academic Senate Budget Committee

A&H
- Shelby Hibbs

ATEC
- Lisa Bell

BBS
- Thomas Campbell

ECS
- Larry Overzet
- Ravi Prakash
- Subbarayan Venkatesan

EPPS
- Kurt Beron

IS
- Erin Smith

JSOM
- Michael Rebello
- Ram Natarajan

NSM
- Li Zhang

Office of Budget & Finance
- Terry Pankratz – VP
### Planned FY 2021 Operating Deficit (Before COVID-19)

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<tbody>
<tr>
<td>Planned FY 2021</td>
<td>($5.9M)</td>
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<tr>
<td>Operating Deficit (Before</td>
<td></td>
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<tr>
<td>COVID-19)</td>
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<tr>
<td>Less: Estimated lost revenue</td>
<td>($62.1M)</td>
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<td>resulting from declining</td>
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<tr>
<td>enrollment</td>
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<td>Plus: Preliminary university</td>
<td>$52.6M</td>
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<tr>
<td>actions to offset lost revenue</td>
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<tr>
<td>Equals: Estimated FY 2021</td>
<td>($15.4M)</td>
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<tr>
<td>Operating Deficit</td>
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Reduced Enrollment and State Appropriations Impacting Revenue

Reduced Enrollment – FY 2021

- Returning students enrollment
  - Undergraduate: **+0.3%**
  - Graduate: **-20%**
- Freshman: **-3%**
- Transfer enrollment: **-40%**
- New Intl’ Masters: *(Too Early)*

Reduced State Appropriations

10% reduction “exercise” announced.

Texas sale tax revenues fall by 9.3% in April

“For the past several weeks, the comptroller has been referring to the state of the economy as a recession. The latest sales tax figures give the first glimpse of how much the economic downturn will hurt the state budget.”

https://www.texastribune.org/2020/05/01/texas-coronavirus-sales-tax-revenues-state-budget-economy/
UTD Evaluating Multiple Responses to Bridge the Gap

**Budget Reductions**
- Schools: 5% ($11.1M)
- Vice Presidents: 10% ($13.1M)

**Use of Reserves**
- One-time Use of Departmental Reserves: $10.5M

**Reallocations**
- NRUF: $7.0M
- Investment Earnings: $3.0M
- Northside Revenue: $0.4M

**Use of Other Funding**
- CARES Act: ($9.5M)

**Revenue Task Force** and **Budget Committee** of the Academic Senate meeting routinely to evaluate details & develop planning responses
We will continue to monitor enrollment & revenue projections weekly and respond as appropriate.
QUESTIONS & DISCUSSION
Bioengineering and Sciences Building

June 1, 2020
Core Principles

• The health and well-being of students, staff, and faculty are paramount.
• Conducting research at UT Dallas, and working in our community, is a privilege.
• Each member of our research community must commit to acting responsibly to reduce the risk of exposure to this public health threat.
• **Consensus-Based Process**: Developed with input from faculty, Deans, and environmental health and safety staff.

• **Be On Site When Necessary**: Any research related activity that can be conducted remotely (e.g., group meetings, data analyses, presentation/manuscript preparation, computational simulations, etc.), should continue remote operations.
Strategy for Safe Research

For restoration of on-site research activity: implementation of testing, contact tracing, social distancing for personnel.

Our approach and tools touch on each of these elements.

- CDC Guidelines
- Hand hygiene
- Face masks in public spaces in buildings, unless in private office
Reservation system – provides awareness as to who is on campus for research, where they will be, and how long they will be here.

- Provides partial contact tracing and helps with social distancing.
- From last week:
  - Number of reservations: 902
  - Number of hours reserved: 3852
Daily health surveys - you are the best indicator of your health.

In first week – 3811 surveys completed. Only 2 individuals indicating illness per 750 people.

Allows us to see if there are trends in illness associated with locations.
Thank You

Questions?
Marita Yancey
Senior Director of Benefits and Wellness Program

BENEFITS & WELLNESS PROGRAM
Benefits Update

• Benefit Plan Rates Update
  – No rate increase for all insurance plans PY 20-21

• Save the Date for Benefits Annual Enrollment
  – July 15, 2020 through July 31, 2020

• Save the Date for Virtual Benefits/Wellness Fair
  – July 20, 2020 through July 31, 2020

Smart Benefits Shopping:
✓ Find It. ✓ Use It. ✓ Love It.
HR Contact Emails

- **hr@utdallas.edu** – issues relating to general HR concerns.
- **employverify@utdallas.edu** – to request employment verification.
- **compensation@utdallas.edu** – issues relating to compensation including PRR, reclassifications, job descriptions, FLSA, and reorganizations.
- **employmentservices@utdallas.edu** – questions relating to general employment, onboarding and Employment Express.
- **jobs@utdallas.edu** – issues relating to jobs including access to PA7 and job postings.
- **visashr@utdallas.edu** – issues relating to international hiring, hiring of foreign nationals, or immigration including (but not limited to) J-1 (for scholars) and H1-B requests, travel signatures, and I-765 completion.
- **benefits@utdallas.edu** – issues relating to benefits and retirement.
- **hcm-timereporting@utdallas.edu** – issues relating to time reporting.
- **loa@utdallas.edu** – questions relating to Family & Medical Leave (FMLA), leaves of absence, and other leave programs.
- **employeerelations@utdallas.edu** – employee relations related questions.
- **serviceawards@utdallas.edu** – questions related to service awards.
- **appraisals@utdallas.edu** – questions relating to appraisals and to submit appraisals.
- **hrtraining@utdallas.edu** – questions relating to training or to request specific training.
THANK YOU FOR COMING!

Next Human Resources Forum via TEAMS

July 1, 2020
10:00 AM – 11:30 AM