

**MINUTES**  
**TO THE OCTOBER 9, 2003**  
**QUARTERLY FISCAL AFFAIRS UPDATE MEETING**

**Welcome**

**Next meeting will be on January 8, 2004 at 2:00 – 3:00 p.m. (cst)**

**LESLEY WILMETH, BUDGET OFFICE**

**FRINGE BENEFIT PERCENTAGE CHANGES:** The fringe benefit accounts were analyzed this summer and it was found that these accounts could face a potential shortfall. Therefore the following fringe benefit percentages were changed effective 9/1/2003. The percentages are charged based on salaries actually paid and are only charged on local accounts.

Worker Compensation/Unemployment Insurance (WCI/UCI) – from .55% to .80%  
Lump Sum Vacation/Death Benefits (LSV) - from .75% to .90%

In addition to these fringe benefit charges and new one will go into effect in Fiscal Year 2005. The Retiree Insurance Pool (RIP) will be charged at .50%. This new charge should help alleviate problems encountered when employees retire on local funds.

**2004 PARTIAL PAY CHART:** The 2004 partial pay chart is now available on the Budget Office website at [www.ttuhs.edu/budget/](http://www.ttuhs.edu/budget/) .

**FY 2004 BUDGET BOOK:** The FY 2004 detail pages were mailed on 10/3/03. Most offices should have received their copies by now. If not, please contact the Budget Office at 743-2969 and we will be happy to send new copies out to you.

Also, a summary version of the Budget Book is now available on the Budget Office website at [www.ttuhs.edu/budget/](http://www.ttuhs.edu/budget/) . On our home page, please click on the link labeled Operating Budget Summary. You will be taken to a page that has 2 columns. The first column is the Operating Budget. This is the thin summary version of the entire budget – some refer to it as the “skinny book”. The Budget Book column contains the big budget book, with one major difference. This difference is that there is no salary roster printed in the budget book. It only lists each account and gives data at the object code level. There is no detail as to employee titles and salary in this book. This is in order to protect employee information. If you have a need to see this data in detail, a copy will be made available in the library at each campus and in the Budget Office.

**TOPIC SUGGESTIONS:** If you have an item that you would like the fiscal affairs areas to address in this meeting, please let me know. We want this meeting to be as informative as possible to you.

**FILE FOLDERS:** Also, the Budget Office has many legal file folders to give away. If you are interested in any of these, please stop by our office at 1AB099.

**LOU DOREGO, ASSISTANT TO THE VICE PRESIDENT**

**FACILITIES INFORMATION:**

Annual Space Utilization Survey is coming soon. Departmental Administrators should closely review the contents of their respective reports and verify the following:

- that the room is still occupied by the department (also any sharing should be noted)
- that the room type shown is still valid
- that the room use percentage is still valid

Examples of the survey and the shaded floorplans that accompany it were shown and briefly explained what reviewers should verify.

Completed surveys are due back to Facilities Information **no later than October 31, 2003.**

Contacting Facilities Information:

<b><u>Main Address:</u></b>		
Facilities Information 3601 4 <sup>th</sup> Street, Room 3B305B Lubbock, TX 79430-8305  TTUHSC Campus Mailstop: 8305	Tommy Alvarado CAD Tech III phone: (806) 743-4285 e-mail: <a href="mailto:tommy.alvarado@ttuhsc.edu">tommy.alvarado@ttuhsc.edu</a>	Scottie Slaughter CAD Tech II phone: (806) 743-4546 e-mail: <a href="mailto:brandon.slaughter@ttuhsc.edu">brandon.slaughter@ttuhsc.edu</a>

**INSTITUTIONAL RESEARCH:**

The department performs or serves as the following:

- historical data reporting for TTUHSC
- uses certified enrollment data for external reporting
- coordinates some of required institutional reports to federal educational agencies and coordinating board
- official source of certified data

There will be a website for this department coming soon.

<b><u>Main Address:</u></b>	
Facilities Information 3601 4 <sup>th</sup> Street, Room 3B305A Lubbock, TX 79430-8305  TTUHSC Campus Mailstop: 8305	Kevin McIntyre Coordinator phone: (806) 743-4284 e-mail: <a href="mailto:kevin.mcintyre@ttuhsc.edu">kevin.mcintyre@ttuhsc.edu</a>

## **EARL BALZEN, PEOPLEFIRST COMMITTEE**

The PeopleFirst Oversight Committee ensures the implementation of recommendations that were suggested by our employees. Some of the recommendations include:

- ❖ **Developing Office Staff Handbooks**
  - Currently working on a “FAQ” handbook. Sherry Sancibrian is chair of this committee.
- ❖ **Enhancing confidentiality by HR staff**
  - Confidentiality is a topic in HR Office meetings.
- ❖ **Disseminating consistent information to HR Office Staff**
  - Monthly HR staff meetings are held in all locations with essential information provided to each staff member.
- ❖ **Developing an Employee Relations Representative (ERR)**
  - Earl Crain joined HR as the 1<sup>st</sup> ERR. He can be reached at 806-743-2865.
- ❖ **Hiring a HR Web Master**
  - Madhu Veliyaparambil was hired as the HR Web Master to update the HR website.
- ❖ **Developing a customer service philosophy**
  - A customer service philosophy has been implemented.
- ❖ **Conducting an annual HR Survey**
  - An employee satisfaction survey will be coming soon. Penny Harkey is coordinating this effort.
- ❖ **Establishing a training and staff development office**
  - The training office is open. For your training needs, contact Chuck Risley, Sr. Director for Training and Staff Development at 806-743-2865.
- ❖ **Establishing competency based career ladders**
  - The career ladders are being analyzed and evaluated in connection with the pay plan changes that have occurred.
- ❖ **Developing an automated on-line application and tracking system**
  - The automated on-line system is in place with more than 9000 applications on file.
- ❖ **Expanding job advertising media to recruit qualified applicants and promote diversity**
  - Currently collecting data on success of current advertising sources to be analyzed by the Oversight Team.
- ❖ **Establishing a Human Resources Benefits Contact (HRBC)**
  - HR Directors have identified HRBCs in each location.

- ❖ **Improving the appearance of the HR Offices at each campus**
  - Equipment and furniture needs have been addressed at each location.
- ❖ **Providing adequate signage at each office**
  - Signage has been surveyed at all locations. Due to active construction, signage issues still exist in Lubbock and El Paso and will be addressed during FY2004.

## **PENNY HARKEY, PEOPLEFIRST COMMITTEE**

### **Human Resources Survey**

Thanks to David Fry's staff and all other individuals serving on various committees that have facilitated the implementation of the PeopleFirst initiatives. We know it is important to continue evaluating Human Resources within TTUHSC including any recently implemented PeopleFirst recommendations. A survey is being developed and will be made available to all employees in the next couple of months. Please encourage the faculty and staff in your department to complete this survey. The feedback from all employees will be beneficial.

## **RICK MARTINEZ, HUMAN RESOURCES**

### **NEW PAY PLAN**

The new pay plan became effective September 1, 2003. The pay plan consolidation resulted in over 1400 unique job titles being reduced to approximately 400 generic job titles. To define a generic title a department may make use of the extended title in the Human Resources System. Example: Coordinator, Human Resources or Coordinator, Residency Support.

In addition, these new job titles are subdivided into a new pay grade structure. These new pay grades are wider – meaning the range between the minimum and maximum of the pay grade is greater. The hiring range is 1/3 of the new spread for all exempt and non-exempt job titles.

If you have any question about the FY 2004 pay plan please contact Rick Martinez at 743-2865 or at [Ricardo.martinez@ttuhsc.edu](mailto:Ricardo.martinez@ttuhsc.edu).