



First Fridays

with the

University Budget Office

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March, 2019

AGENDA

- Icebreaker
- Gallup Survey Kick-Off
- Annual Inventory Process/Timeline
- Upcoming HUB Spot Bid Fair
- Facilities Work Orders and Helpful Hints
- FY20 Tuition and Fee Recognition/Timing Changes
- Save and Soar
- Announcements/Reminders
- Open Forum – Q&A



**Congratulations to
Karla and Kerry
Romine on their
new baby girl.**

Welcome Emery!

April Fools Just Passed!

Write down the best prank you have ever orchestrated!

Best one gets a prize!



Employee Engagement – Gallup Survey 2019

Gallup Q12

- Q1. I know what is expected of me at work.
- Q2. I have the materials and equipment I need to do my work right.
- Q3. At work, I have the opportunity to do what I do best every day.
- Q4. In the last seven days, I have received recognition or praise for doing good work.
- Q5. My supervisor, or someone at work, seems to care about me as a person.
- Q6. There is someone at work who encourages my development.
- Q7. At work, my opinions seem to count.
- Q8. The mission or purpose of my institution makes me feel my job is important.
- Q9. My colleagues are committed to doing quality work.
- Q10. I have a best friend at work.
- Q11. In the last six months, someone at work has talked to me about my progress.
- Q12. This last year, I have had opportunities to work and grow.

NPS & Open Ended Questions

NPS: On a scale of 0-10, how likely are you to recommend UNT to a friend or colleague as a great place to work?

1. What changes would you make to improve your institution?
2. What is the most important action your supervisor could take to positively impact your engagement?
3. Over the next year, what should UNT System concentrate on to improve this institution as a best place to work?

2018 Engagement Index

UNT System

47%

(35% 2017)

ENGAGED

37%

(52% 2017)

NOT ENGAGED

16%

(13% 2017)

ACTIVELY
DISENGAGED

UNT

38%

(35% 2017)

ENGAGED

46%

(48% 2017)

NOT ENGAGED

16%

(17% 2017)

ACTIVELY
DISENGAGED

UNTHSC

46%

(43% 2017)

ENGAGED

41%

(45% 2017)

NOT ENGAGED

13%

(12% 2017)

ACTIVELY
DISENGAGED

UNT Dallas

44%

(44% 2017)

ENGAGED

40%

(40% 2017)

NOT ENGAGED

16%

(16% 2017)

ACTIVELY
DISENGAGED

Source: 2018 UNT System Gallup Employee Engagement Survey Results

Gallup 2019

Begins: Friday, April 5th

Ends: Wednesday, April 17th

Changes:

- Data for teams of 4 or more (previously it was 10).
- Open-ended questions.
- Faster turnaround on results.

Questions?

Annual Inventory Process/Timeline

- Who has a role?
 - **Inventory Coordinator:** visually inspect assets not assigned to you and sign the annual physical inventory certification form.
 - **Custodian:** make the asset available to the coordinator in a timely manner.
 - **EIS Department Managers:** attest that the work has been completed by the coordinator and complete the annual physical inventory certification form.

Annual Inventory Process/Timeline

- What are we counting/certifying?
 - Controlled and Capital equipment ONLY (has a UNT tag/number).
 - Someone other than the custodian has completed visual confirmation of the asset.
 - Inventory assigned to your department in EIS (list to be sent to each coordinator from Assistant Director Property Management).

Annual Inventory Process/Timeline

- Why do we have to do this; I don't have time?
 - Required by State law
 - Annual requirement
 - Complete inventory
 - UNT has over 30,000 assets (large financial investment)
- When is the window open for the process?
 - May 1 – June 15, 2019
 - No longer in the month of April (user feedback)
 - Escalation procedures after 6/15/19 for late submissions

Annual Inventory Process/Timeline

- How can I do this as efficiently as possible?
 - Consider setting up a central area for custodians to bring by their portable assets (laptops/cameras/tablets).
 - Use handheld scanner to populate the tag number into EIS.
 - Keep inventory updated: accurate location and custodian is paramount.
 - Break the inventory into manageable pieces.
 - Recruit help when needed.

Upcoming HUB Spot Bid Fair

State Senator West's Spot Bid Fair

- Every year State Senator Royce West hosts a “Doing Business Texas Style: Spot Bid Fair”
- Hundreds of HUB Vendors gather and place informal bids/quotes on procurement opportunities brought by State Agencies
- Opportunities include **commodities** and other services.
- Timeframe: items you need between late-May and end of FY.
- Does not commit you to making the purchase.
- The HUB Program will compile and submit on your behalf

UNT System HUB Program Staff

- Greg Obar, Director of Operations & HUB Coordinator
 - 940.369.5647
 - Greg.Obar@untsystem.edu
- Lisa Martinez-Tovar, HUB Specialist
 - 940.369.5580
 - Lisa.Martinez-Tovar@untsystem.edu
- Gabriel Carranza, HUB Specialist
 - 940.369.5528
 - Gabriel.Carranza@untsystem.edu
- ***Steve Hill, Director of Business Development for UNT***
 - ***Assists UNT with all manner of external vendor issues***

Facilities Work Orders and Helpful Hints

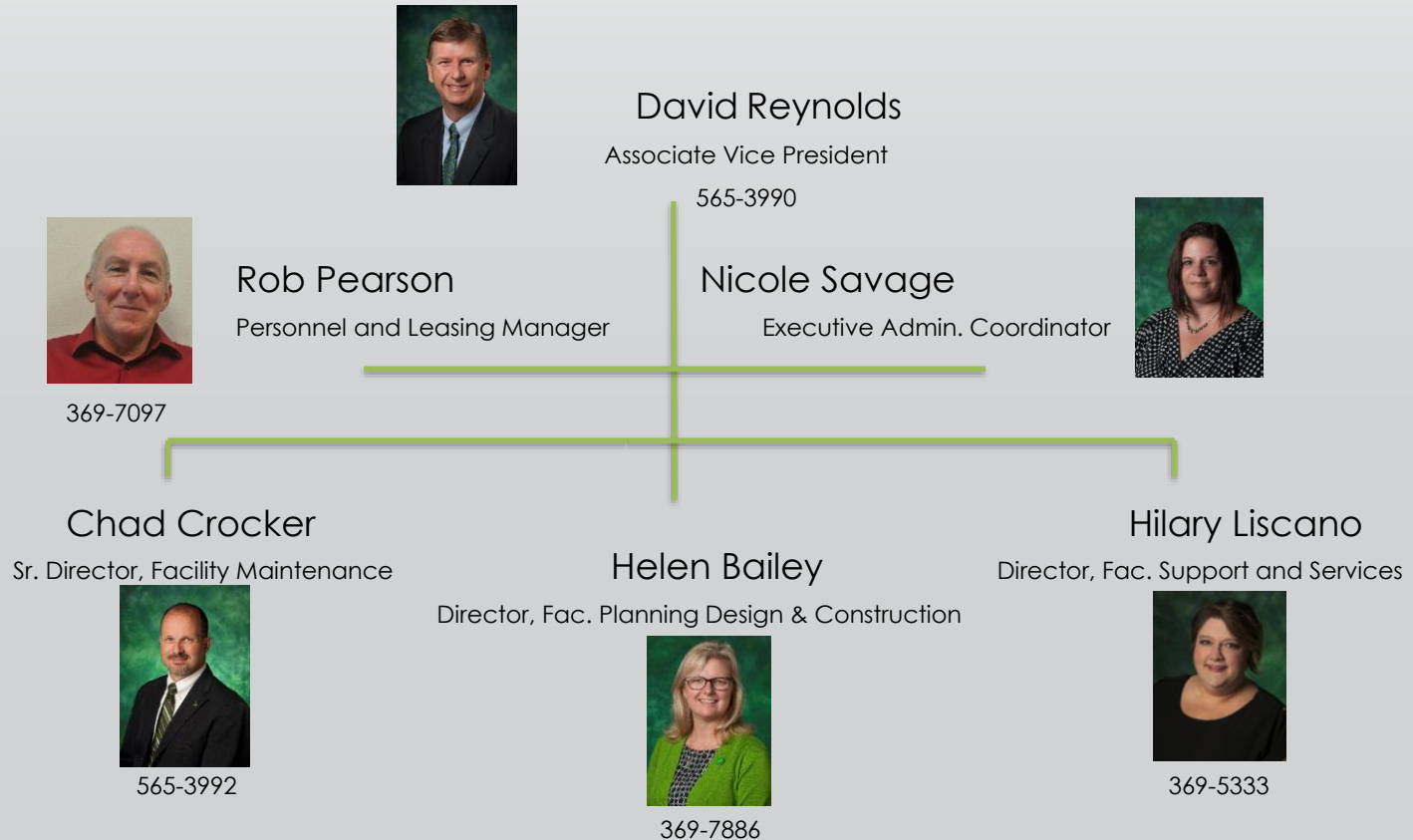
Facilities Overview



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UNT Facilities Organization



UNT Campus

7.5 Million+ Gross Square Feet (gsf)

- E&G ~ 3.3M gross square feet (gsf)**
- Auxiliary ~ 3.7M gsf**
- 904 Acres**
- 176 Facilities**

25% increase in gross square feet since 2007

Texas University Physical Plants*

School	Gross Sq Ft (M)	# of Facilities	Acres
Texas Tech	9.18	255	1839
Texas State	7.88	265	485
UNT	7.5	176	904
UT Arlington	6.5	136	420
UTSA	5.28	125	725
UT Dallas	4.8	140	485
A&M Commerce	2.5	99	2013

* THECB and other sources

O&M of Plant Spending per FTSE

School	2013 \$/FTSE	2014 \$/FTSE	2015 \$/FTSE	2016/FTSE	2017/FTSE	2018/FTSE
UT Austin	3,265	3,144	3,516	3,584	3,983	4,314
A & M	2,591	3,061	2,352	2,853	2,503	2,654
UTSA	1,826	1,667	1,839	1,726	1,797	1,644
UT Dallas	1,873	1,924	1,663	1,687	1,574	1,641
A & M Commerce	1,350	1,341	1,389	1,495	1,525	1,613
Texas State	1,292	1,283	1,339	1,382	1,276	1,437
Texas Tech	1,337	1,317	1,291	1,410	1,416	1,458
UNT	948	1,064	1,176	1,251	1,249	1,377
UT Arlington	1,229	1,255	1,154	1,090	1,040	1,031

Source: Annual THECB Sources and Uses Report

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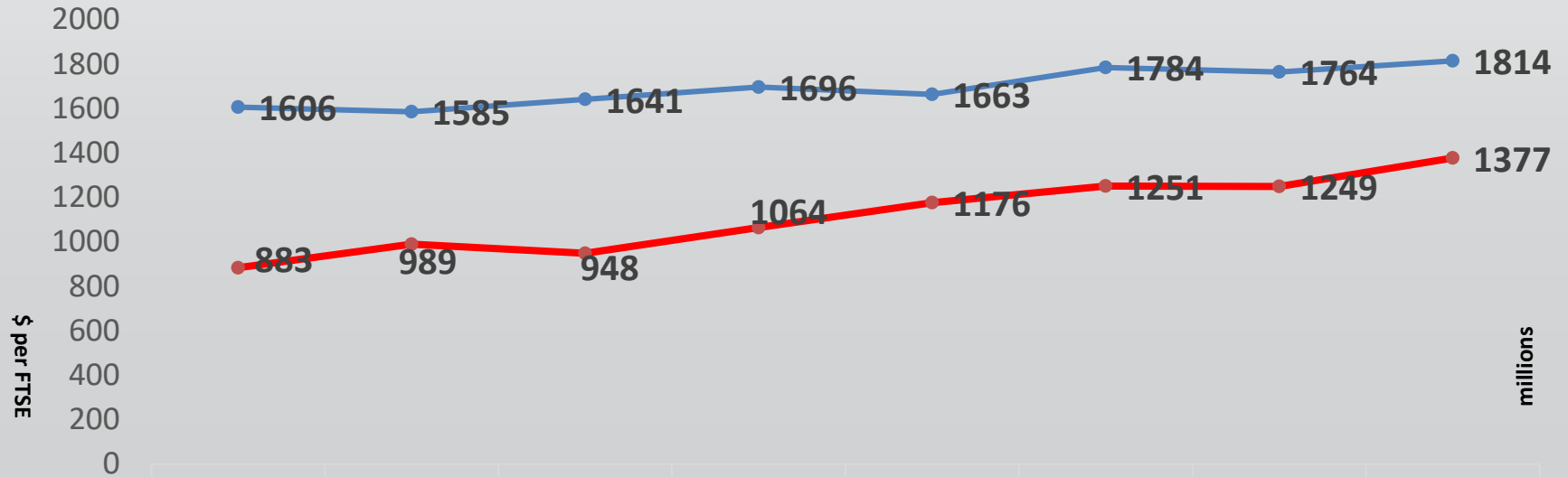
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O&M of Plant Spending

School	2013 Plant O & M (\$M)	2014 Plant O & M (\$M)	2015 Plant O & M (\$M)	2016 Plant O & M (\$M)	2017 Plant O & M (\$M)	2018 Plant O & M (\$M)
UT Austin	150.8	150.8	164.9	167.2	186.9	203.8
A & M	115.7	145.4	118.5	149.2	136.2	148.0
UTSA	44.1	38.07	42.2	41.2	43.4	42.0
UT Dallas	31.0	34.02	32.0	34.8	35.2	37.9
A&M Commerce	12.1	11.6	12.8	14.6	14.9	15.3
Texas State	37.4	38.47	41.0	43.9	41.2	46.5
Texas Tech	39.1	39.12	40.1	45.1	45.6	47.7
UNT	27.9	31.65	32.6	39.2	39.6	44.0
UT Arlington	32.6	33.58	32.5	32.2	33.3	34.2

Source: Annual THECB Sources and Uses Report

O&M of Plant / FTSE



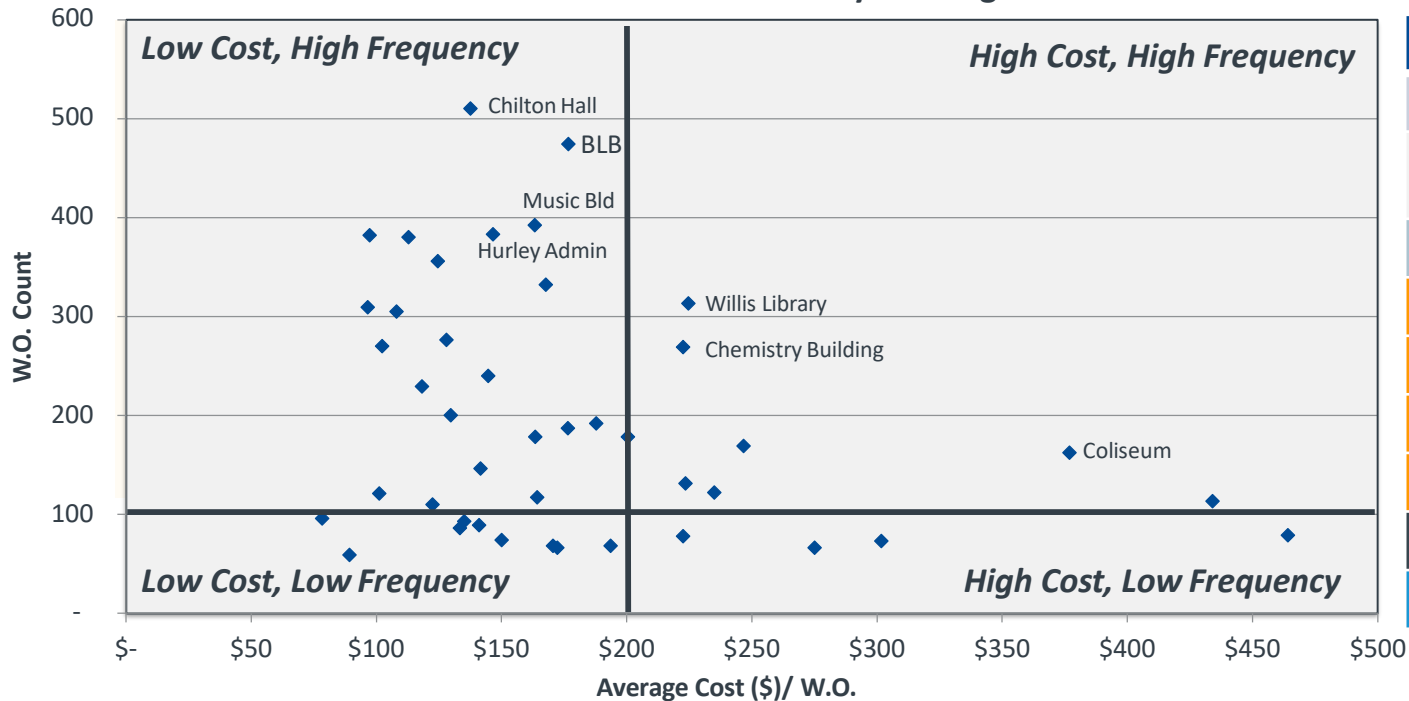
	2011	2012	2013	2014	2015	2016	2017	2018
State (\$/FTSE)	1606	1585	1641	1696	1663	1784	1764	1814
UNT (\$/FTSE)	883	989	948	1064	1176	1251	1249	1377

Source: THECB

High Risk Space Highlighted By Work Orders

Operational strain of high risk space revealed by reactive work order cost and frequency

Reactive Work Order Cost By Building



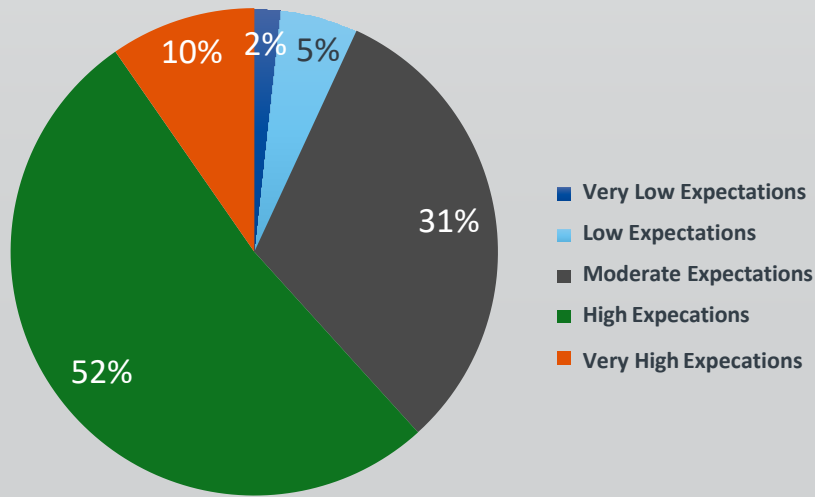
Most Costly Reactive Work Orders

Building	Total Cost	Age
Discovery Park*	\$ 120,164	25-50
Hurley Admin	\$ 56,176	Over50
Willis Library	\$ 70,337	25-50
Chilton Hall	\$ 70,202	25-50
Music Bldg	\$ 64,050	25-50
Coliseum	\$ 61,077	25-50
Chemistry Bldg	\$ 59,887	10-25
BLB	\$ 83,768	Under 10

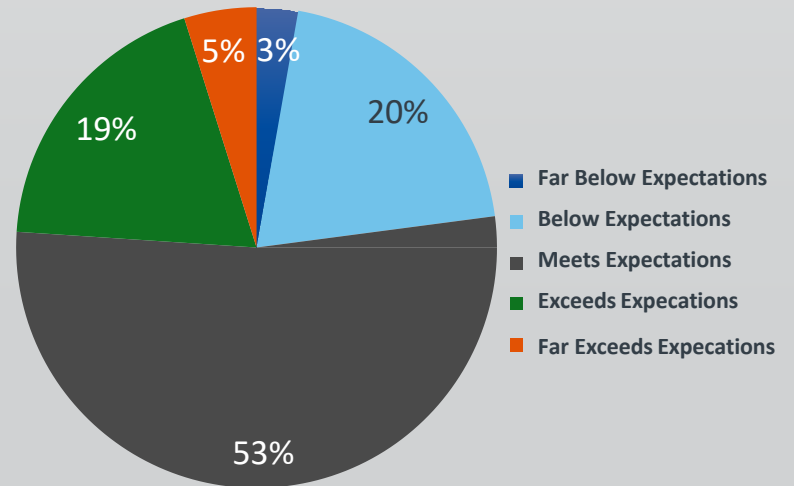
Work Satisfaction Meets High Expectations

Facilities department work meets the high expectations of majority of customers

Expectations

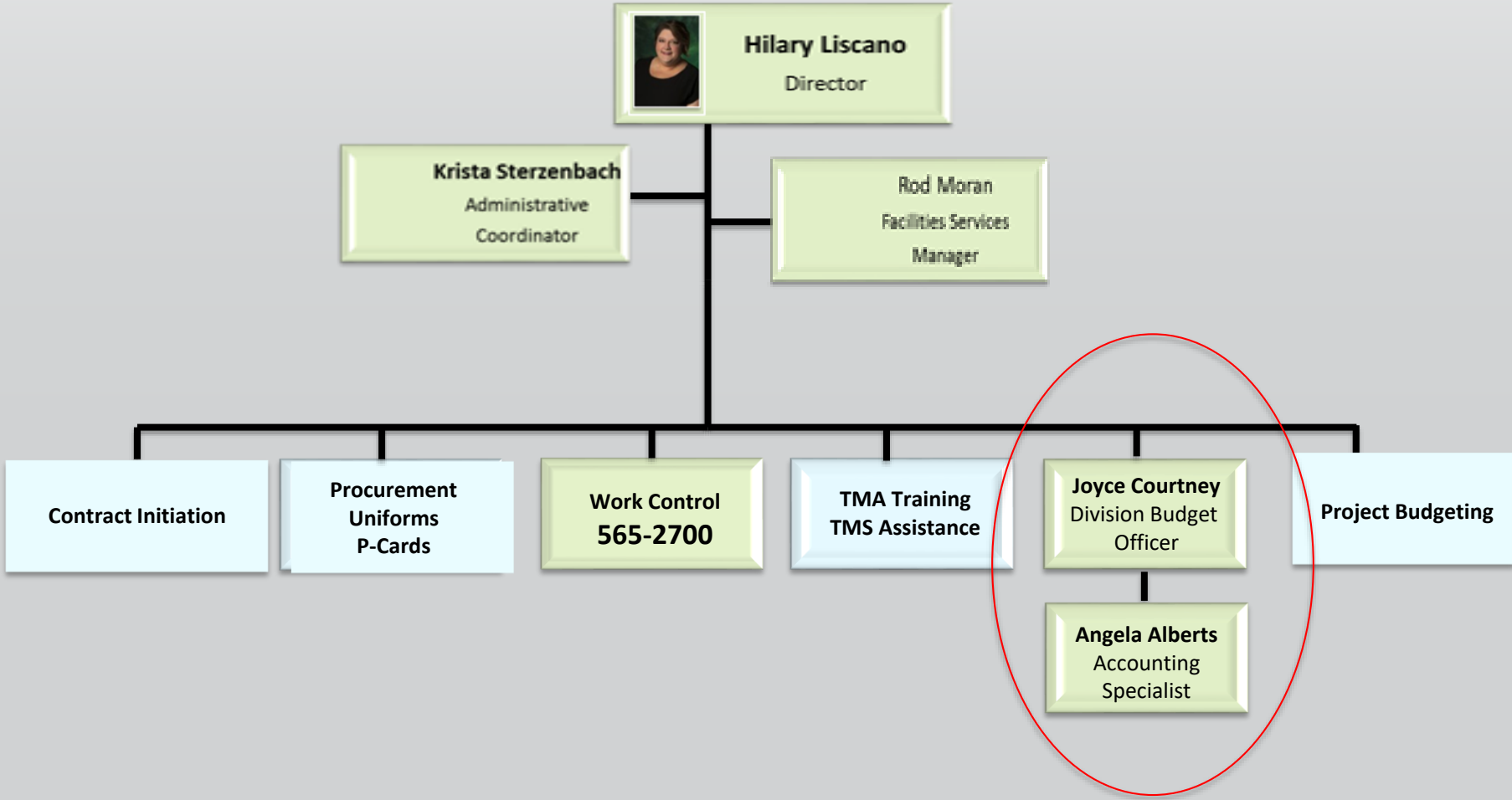


Satisfaction



Source: Sightlines: Gordian Company
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Facilities Support & Services



Billing Issues? Please contact:

- Hilary Liscano
or
- Joyce Courtney

Common questions:

- Facilities bills at the end of each month.
- We are currently reconciling old projects, if there are remaining funds they will be returned to you.

Examples of Facilities Maintenance Funded Repairs

- Building exterior including gutters, roofs, windows and doors and associated hardware
- Building and room keys
- Sidewalks/steps/handrails
- Exterior lighting
- Utilities: electrical, water, natural gas and sewer systems
- Life Safety Generators
- Water Service and domestic water distribution system including water fountains and restroom fixtures
- Electrical Service and distribution system including light fixtures, outlets, switches and circuit breakers
- HVAC Systems in support of comfort heating/cooling
- Maintenance and repair of floors, walls, and ceilings space due to condition/age only
- Furniture in 110 Classrooms
- Elevators and chairlifts
- Fire alarm and suppression systems
- Pest control services
- Custodial services
- Care of lawns, trees and shrubs

Examples of Billable Services

- Renovations, improvements, alterations and new construction
- Fabrication of cabinets, shelves, signs
- Maintenance and repair of special classroom equipment
- Redundant cooling/heating systems in support of dept. needs
- Specialized filtration systems (HEPA filtration)
- Redundant water heaters in support of departmental needs
- Emergency Generators in support of departmental needs
- Uninterrupted power systems (UPS) in support of dept. needs
- Process cooling systems in support of dept. equipment cooling
- Growth Chambers
- Sterilizers/Autoclaves
- Distilled/Reverse Osmosis water systems
- Refrigerators/Freezers/Microwaves
- Movable furniture
- Book Cases
- Audio visual equipment
- Sound systems
- Departmental security systems
- Decorative plants
- Non-standard landscaping
- Auxiliary maintenance and repair requests
- Occupant or departmental requested renovation/remodel
- Paint/flooring when part of a requested renovation/remodel
- Asbestos abatement when part of a requested renovation/remodel project

To Place a Work Order: www.facilities.unt.edu

Finance & Administration
Facilities

Services Announcements News Projects Resources About Contact **Request Service**

Welcome to UNT Facilities. How can we help you?

We are a team dedicated to delivering outstanding customer service and excellence in sustainable operations, maintenance, and development.

[REQUEST SERVICE >](#)

follow us on **twitter**

UNT FACILITIES
@UNTFacilities

To check status, technician comments: <https://unt-isd.webtma.net/home-req.html>
search by Work Order Number

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Facilities Maintenance



Call us!

Work Control
work.control@unt.edu

940-565-2700

Twitter: @UNTFacilities



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Facilities Q & A

- If Facilities returns funds, will they cross Budget Years? **YES if they are non-central funds; anything on fund 830001 closes year-end.**
- Is there a charge for a Facilities work order estimate? **NO**
- Are there limitations to Department's requests if they are willing to pay? **Yes: both financial as well as safety measures**

Other items to note:

- Facilities is working toward sending invoices so departments can budget.
- Enhancement requests made close to August will likely be turned down due to the high volume of requests made previously in the year.
- Requests are reviewed weekly during team meetings – if you send in a request Wednesday afternoon, expect to hear back the following Wednesday.

FY20 Tuition and Fee Recognition/Timing Changes

- Current Practice
 - Tuition & Fee revenue is recognized when billed (except Fall) due to change of fiscal year.
- Future Practice
 - Tuition & Fee revenues will be recognized in the period when the term/semester commences, regardless of when billing occurs.
- Why make this change?
 - Better alignment of revenue with expenses
 - Spring Tuition will be deferred until January
 - Summer II will be deferred until July



Save and Soar Tuition Plan Beginning Fall 2019

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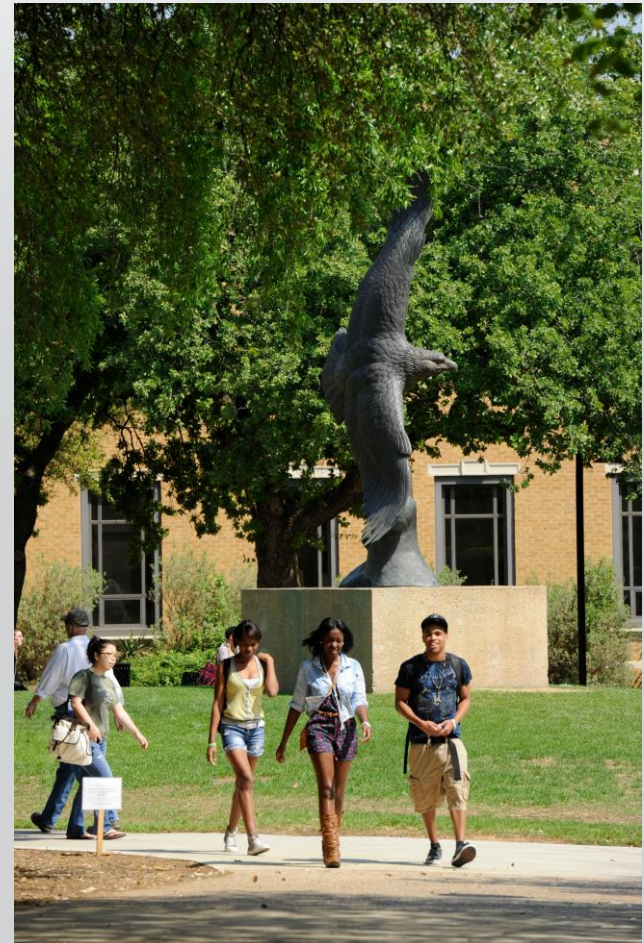
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R. Joey Saxon, Ed.D.
Associate Vice President
Student Financial Services

Process

- Established Tuition and Fee Review Committee in Spring 2018.
 - Represented academic and administrative areas.
- Completed various financial assessments.
- Reviewed all tuition and fees assessed by UNT.



Process

- Completed student surveys and focus groups.
- Compared UNT costs to other colleges and universities.
- Compared UNT fixed rate tuition plan to others.
- Submitted recommendations to UNT Administration for proposed changes beginning with the Fall 2019 semester.

Save and Soar Tuition Plan

New Fixed Rate Tuition Plan



Save and Soar Tuition Plan

- New Fixed-Rate Tuition Plan beginning in the Fall 2019 semester.
- Approved by Board of Regents in November 2018.



Save and Soar Tuition Plan

- Plan details are based on feedback from the UNT community and a thorough evaluation of the current Eagle Express Tuition Plan.
- Save and Soar is designed to encourage continuous enrollment and timely graduation.
 - Participants can save money, reduce potential loan debt and take classes during the Summer semester and Winter Session at a discounted rate.

Save and Soar Tuition Plan - Details



- Available to incoming (Texas residents) first-time freshmen and undergraduate transfer students beginning Fall 2019.
- Students are provided an opportunity to opt-in to the program before the payment deadline in their first semester.

Save and Soar Tuition Plan - Details

- Participants will pay a slightly higher amount for Board Designated Tuition and any applicable Differential Tuition.
 - No more than 2% over the traditional Board Designated Tuition rate and Differential Tuition rates their first semester.
- The Board Designated Tuition and any applicable Differential Tuition rates will be locked-in and not increase for 4 years (12 consecutive semesters).

Save and Soar Tuition Plan - Tuition Discount

- \$100 discount per semester credit hour in Board Designated Tuition in the Winter Session for students enrolled for 15 or more semester credit hours the previous Fall semester.
- \$100 discount per semester credit hour in Board Designated Tuition in the Summer semester for students enrolled for 15 or more semester credit hours the previous Spring semester.

Save and Soar Tuition Plan - Housing Discount

- First-time freshmen living in UNT Housing and enrolled in at least 15 semester credit hours during the previous Spring semester will receive a 40% discount in housing rates during their first Summer semester.



No Impact for Eagle Express Participants

- Participants will continue to receive the benefits of their designated locked-in tuition and fees until they reach the end of their 12th consecutive semester.
- Participants will remain eligible to receive the financial graduation incentive in their final semester if they meet requirements.
- Eagle Express Tuition Plan will be closed for new participants at the end of the 2018-2019 academic year (Summer 2019).

Informing Incoming Students

- Website:
SaveandSoar.unt.edu
- Information distributed through Orientation programs.
- Informational cards mailed to Fall 2019 admitted FTIC and Transfer students.



Informing Incoming Students

- Informational email will be sent to eligible students upon first registration.
- Advisors are encouraged to mention the program to new students.





Comments or Questions?

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Additional Comments or Questions?

Email: saxon@unt.edu

Announcements/Reminders

Announcement

Upcoming IDT Training/Testing Dates

Registration is open on the MyLearning Portal

▼ IDT Training (IDT18)



Plan for Later

In this interactive course, users will receive hands-on instruction for completing the new IDT form. An Interdepartmental Transaction (IDT) is a form which permits departments to reclassify revenue or expenses from one cost center to another. [View Details](#)

Class Code	Type	Duration	Start Date	Location	Price
IDT18-5	Classroom	2 Hrs	04/18/2019	UNT Campus, TX,UNT Willis Library,WIL-136	Enroll
IDT18-6	Classroom	2 Hrs	05/16/2019	UNT Campus, TX,UNT Willis Library,WIL-136	Enroll
IDT18-7	Classroom	2 Hrs	06/20/2019	UNT Campus, TX,UNT Willis Library,WIL-136	Enroll
IDT18-8	Classroom	2 Hrs	07/18/2019	UNT Campus, TX,UNT Willis Library,WIL-136	Enroll

Announcement

COGNOS Reporting Challenges

- THANK YOU for your patience as we worked through the challenges
- What we know
 - Nightly data load from EIS to BBA database longer than usual or not complete
 - Server performance issues
 - 14 times this calendar year you've been without reports
- What we're doing (short-term)
 - Removed non-essential tables from the data load
 - Patched the server
- What we're doing (long-term)
 - Investing in new database (decrease the load time)
 - Looking into different server
 - Create a duplicate file so in "worst case" scenario you have old data

Visio 2016 Training

Date: May 3rd

Time: 9:00 – 10:30am

Learn about the basic features and functions in a lab setting for hands on application.

Learning Objectives:

- Navigate and customize the user interface
- Review diagramming shapes, shortcuts and best practices
- Create basic and cross functional flowcharts
- Explore themes, formatting and graphic elements

To Register:

Visit **MyLearning.unt.edu**.

Click on **Find Learning**.

Enter code **Visio2016-3** to sign up for the course.

Announcement

University Budget Office Is Moving to the SSB!

What to Expect:

- Our entire office will be “Offline” 4/10-4/12 (phones and email).
- The primary phone line x3233 will be FWD to Gylynn Hanson in Bob Brown’s office for urgent items; for all other messages:
- **Please send requests via email: budget.office@unt.edu**

Thank you for your patience, as we transition to our new space!

We will work diligently to answer all requests in a timely manner, and continue to communicate with Campus via our website and Budget News Emails!

Open Forum – Q&A



Thank You.

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