

**Provost Council**  
**May 19, 2010**  
**1:00 PM – 3:00 PM**  
**Regents' Room, MB 3.106**

**AGENDA**

**SOLE SOURCE PROCUREMENTS**

**ROBERT DICKENS &  
LANE BRINSON**

Lane Brinson, Asst. Director of Purchasing, and Robert Dickens, Director of Purchasing, attended the Provost Council to give a presentation on Sole Source Procurements. Lane began the presentation by informing the Council that their office is reviewing more sole source procurement requests due to the growth of the university (approximately 25% of their transactions are sole source procurements). He further stated that there has been a misconception that the Purchasing Office decides on whether or not one can use a sole source—that is not the case. The purchasing office's expertise is in determining whether the documentation justifies the absence of competition that can be defended to our auditors and the business community. In that regard, it is imperative that the requestor provide adequate documentation that explains why competing products or services are not an option and to explain the reason as to why only the requested vendor can provide the product/services. If you cannot do that, then the request, if it is between \$2K - \$25K will go through an informal bid process, 2 of the bidders will be HUB vendors.

Both Lane and Robert stated that it is better if you contact the purchasing office early in the process and that you can find your specific buyer on their website.

**ACADEMIC AFFAIRS UPDATE**

**JOHN FREDERICK**

Dr. Frederick provided updates on the following topics:

- **PROMOTION & TENURE (Department Chairs)**

Dr. Frederick mentioned to the Council that we had several department chairs that have requested to be reviewed for promotion to full professor in the Fall 2010. He requested that those departments assign a senior faculty member to substitute the role of Department Chair when reviewing the cases and providing the Department Chair memo. Several of the Deans stated that in the past when a department chair has requested to be reviewed for promotion to full professor, they have omitted the Department Chair letter. In those cases, the Dean has taken on the responsibility of fleshing out the entire case. Dr. Frederick was satisfied with that method of review.

Dr. Frederick also mentioned that this summer he will be reviewing the guidelines for PPE, Third Year Reviews and Endowed Chair Reviews. He also stated that he did not believe he would revisit the P&T guidelines as those were rewritten last year. However, Dr. Frederick stated that he would appreciate any feedback, especially if there is a process that is not working well.

Dr. Frederick stated that he recently held faculty forums on P&T, and that one of the items he frequently heard from faculty was the need for the DFRACs to understand the new policies concerning rewarding faculty who are going up for promotion to full professor based on their service at the university. For instance, some who have served a department chairs for a long period of time and have had to place their research on hold should be reviewed and possibly promoted to full professor based on their service record. He asked the Deans to provide the names of the DFRAC and CFRAC as soon as possible so that Dr. Frederick could set up forums with those committees, or maybe just the chairs of the committees.

- **FOOTBALL SUITES**

Dr. Frederick was asked by a Dean recently regarding the university's expectation of buying a football suite, or attending games regularly. Dr. Frederick stated that the university has not outlined any policies for game days, but at Nevada, game days were considered work days. He stated that at Nevada you were expected to attend the President's tailgate party and attend the game. Sometimes you were invited to the President's suite to entertain a donor.

Dr. Frederick envisions pooling official occasion money to buy one or two suites for the colleges. He stated that the cost of a suite is \$14K and seats 20 people each. It was also mentioned that purchasing season tickets for the stands is also an option to share among the Deans/Colleges.

More information will be forthcoming once the CMO has had a chance to talk more about the expectation and policies.

- **USE OF PASSENGER VANS**

Dr. Frederick distributed copies of the recommendations and requirements for anyone wanting to use a 12 – 15 passenger van. The report cautions the use of 15 passenger vans as they have a higher incidence of rollover when heavily loaded with occupants. 12 passenger vans must meet UTS-157 requirements which can be found at the following link:

<http://www.utsystem.edu/policy/policies/uts157.html>

- **TRB REQUESTS**

Dr. Frederick mentioned that we have an opportunity to update our list of TRB requests from the last submission. Although he cautioned the Council that more than likely there will not be enough

funding in the next legislative session to receive a TRB. Nevertheless, he stated that we should continue to ask. Last time our submission included:

1. Science Instructional and Lab Bldg.
2. 3D Visualization Bldg. for Architecture
3. Library

Dr. Frederick stated that we should again request funding for the Science Instructional and Lab Bldg. Since there is a lot of renovation going on in the Library, we may only need a new building for storage. However, it is something that we still should consider. Dr. Frederick did not believe that a 3D Visualization bldg. would receive approval soon.

- **PARKING**

Dr. Frederick stated that we are close to coming to an agreement with the Parking and Transportation office on making a lump sum payment equivalent to what each college/department was spending on parking. However, the caveat is that the responsible party must communicate their parking needs with the Parking & Transportation office in a timely manner—at least two weeks before the event, or the responsible party will be paying for the parking fees out of their budget.

- **F & A FORUMS**

Dr. Frederick mentioned that he held two F&A faculty forums regarding the white paper that was recently written. He stated that he plans to wait to see if any faculty contact him with any concerns. If not, then the terms outlined in the White Paper will be implemented beginning with the 2010 academic year. Dr. Frederick stated that he would like to create a task force to oversee the policies. He would like one or two Deans, one or two Department Chairs and two faculty members who are knowledgeable on F&A and sponsored projects.

## **INTERNATIONAL PROGRAMS**

## **JULIUS GRIBOU**

Executive Vice Provost and Senior International Office, Julius Gribou stated that he has set up the university's International Oversight Committee and they are beginning to review requests for international travel. He stated that UT Austin has developed good policies and he may adapt some of them at UTSA. He further stated that in addition to Mexico, Thailand and India are now included in the high risk category. Julius mentioned that one UTSA faculty member has already cancelled plans for Thailand due to the increased unrest.

Julius further stated that there are policies that need to be reviewed, including the International SOS. He also mentioned that the committee is not going to decide if a faculty member's research is vital—just if it is safe to travel internationally. However, if the request is not supported by the College, it is highly unlikely that the Committee will override the decision and approve the request. Review of requests will take around 5 – 10 days before a decision is made.

## **RESEARCH UPDATE**

## **BOB GRACY**

Dr. Gracy stated that his office has received more allegations of plagiarism recently. In an answer to a question, he stated that allegations are being reported through various sources, including colleagues reviewing a grant proposal, editors that are reviewing manuscripts, and a simple Google search. Because of the increase in reporting, he mentioned that it was imperative that faculty members and students attend the Responsible Conduct of Research courses. These courses are now available through the UTSA HR training website at no cost.

Dr. Gracy also stated that our PI's are spending around 42% of their time on grant administration instead of being out in the field doing research. Several Deans have stated that they are beginning to hire post-award employees to assist with the administrative portion of the grant.

## **STAR METRICS**

## **MARIANNE WOODS**

Dr. Woods introduced a pilot program that both UTSA and UT Austin are going to participate in called Science & Technology in America's Recovery or STAR. In essence, it is a program with the federal government using data from various sources, including DEFINE and other UTSA systems, "to create a reliable mechanism to account for the number of scientists and support staff supported by federal funds." One of the goals of the program is to use the data to measure the impact of grants on the economy, in scientific circles and in society. The program was presented to Congress and they seem to like it.

## **CONFLICT OF INTEREST ON-LINE SYSTEM**

## **MARTHA TREVINO**

Martha Trevino, Director of Research Compliance gave a presentation to the Council on the recently implemented Conflict of Interest On-line system. She stated that using this new system has seen an increase in the number of financial disclosures that have been submitted (1,342—up from 600 last year). Martha further stated that UTSA has had a 98% completion rate using the new system. Her office is still sorting through some disclosure statements and awaiting review from the respective Vice President.

Martha stated that one of the problems their office had seen this year was faculty and staff not completely finishing the on-line submission. She stated that you have to press the "submit" button in order to transmit the data. It was suggested that different instructions may help clarify that process and Martha stated that her office would look into the situation. All-in-all, everyone seemed pleased with the new mechanism for filing a financial disclosure statement.