

**NOTE:**

**ADMINISTRATORS GROUP MEETING FOR  
MARCH 2, 2006 IS CANCELED.**

**ANNOUNCEMENTS IN LIEU OF MARCH MEETING**

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The Historically Underutilized Business(HUB) Department provided the following information. If you have questions, please contact Lorenzo "Bubba" Sedeno, Texas Tech University manager of HUB operations, at (806) 742-4440 or [bubba.sedeno@ttu.edu](mailto:bubba.sedeno@ttu.edu).

Texas Tech Hosts Regional Economic Conference

Texas Tech University and the State of Texas Historically Underutilized Business Discussion Outreach Committee will host the 2<sup>nd</sup> annual Regional Economic Opportunity Forum March 22 at the Lubbock Memorial Civic Center.

This year, the forum will be held in conjunction with one of several small business summits held across the state by the governor's office. Gov. Rick Perry will speak at 9:30 a.m. about the business climates of Texas and the South Plains and the role small businesses and entrepreneurs play in Texas' continued growth.

John Sharp, the chairman of the Texas Tax Reform Commission and former Texas Comptroller, will speak at noon. Also on the program are addresses by, Joe Montes, Small Business Administration regional administrator and Ron Lehman, Texas Workforce Commissioner for Employers.

The theme for the one-day forum is "Selling Texas One Region At A Time." The summit will be a full day of discussion and education on a variety of topics of concern to small-businesses. How to get financing from myriad sources, HUB certification, healthcare options, and how to do business with the state are the major topics to be discussed. Participants will have an opportunity to network with city/state/federal procurement officers on how to bid on government contracts.

The pre-registration deadline is March 1 for the luncheon and for businesses and state or federal agencies wishing to set up an exhibit booth. The registration fee for state or federal agencies is \$200 and \$300 for non-governmental agencies. The forum is sponsored by Texas Tech University, HUB Discussion Workgroup Outreach Committee, and WorkSource of the South Plains.

Forum exhibits and workshops are free to the public. The cost of the luncheon is \$20 per person.

To register for the luncheon or to obtain more information about the forum, contact: Lorenzo "Bubba" Sedeno, Texas Tech University manager of HUB operations, at (806) 742-4440 or [bubba.sedeno@ttu.edu](mailto:bubba.sedeno@ttu.edu).

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**The Office of Assistant Vice President for Human Resources provided the following information. If you have questions, you may contact them at 2-2020.**

FY 2007 Fringe Benefit Charge Changes

The following changes have been made to the fringe benefit charge percentages for the FY 2007 budget cycle.

- WCI changes from .25% to .50%
- Retiree Insurance Pool changes from 1.50% to 1.25%
  
- The health insurance premium is estimated to increase 5.7%. The actual amount will not be known until the Employees Retirement System Board meets in April or May.
  
- OASI maximum covered wage increases from \$90,000 to \$94,200.

Spring Break Holiday

University offices will be closed to observe Spring Break on Friday, March 17, 2005.

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**The Personnel Department provided the following information.**

Length of Service Awards

The annual Length of Service Awards Program will be held at 3:00 p.m. on Thursday, March 30, 2006, in the Matador Room of the Student Union Building.

Excess Vacation Accrual Warning Letter

Notices were distributed the last week of February to all employees who will be in an over-accrual position, so that they can begin making arrangements to utilize vacation hours by the end of August 31, 2006, thus preventing excess vacation hours from lapsing into sick leave. Notices will be distributed again the second week of May to employees who are still in an over-accrual position.

ESC Training & Information

Enrollment is in progress for the next "I-9, Immigration & Payment Processing" course for Employment Services Coordinators (ESCs), which will be on Tuesday, March 28, 2006 from 8:30 a.m. – Noon at the International Cultural Center, Room 105. If you are a new ESC or have not previously attended a training session, or if you would like refresher training, please enroll on line through the Quality Service & Professional Development website at [www.quality.ttu.edu](http://www.quality.ttu.edu) under Employment Coordinators; I-9, Immigration, & Payment Processing.

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