

2016

Salary Supplement Reporting, 2016

University of North Texas Health Science Center at Fort Worth

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Salary Supplement Reporting - Part I

In accordance with Texas Government Code, Section 659.0201(i), each state agency (agency) and higher education institution as defined by Section 61.003 of the Texas Education Code, receiving a gift, grant, donation, or other consideration from a person that is designated to be used as a salary supplement for a named person, position, or endowment shall report certain information to the State Auditor. This questionnaire is designed to collect that information, which will be reported to the Legislature. Any questions concerning the interpretation of this section of the Texas Government Code should be directed to your agency's or higher education institution's legal counsel.

Please complete this section of the questionnaire (Part I) and return it to the State Auditor's Office. Questionnaires should be e-mailed directly to SalarySupplements@SAO.Texas.Gov, no later than **12/16/2016**. Please note that reporting requirements that are specified in Article IX, Section 3.02, General Appropriations Act (84th Legislature), should be reported separately. To report information as required by Texas Government Code, Section 659.0201 (d), please complete Part II of this questionnaire.

Contact Information

Agency/Higher Education Institution:	University of North Texas Health Science Center
Name:	Geoffrey Scarpelli
Title:	Vice President for Finance and Planning
Phone Number:	(817) 735-5030
Email Address:	Geoffrey.Scarpell@unthsc.edu

Questionnaire

1. In fiscal year 2016, did your agency or higher education institution receive a gift, grant, donation, or other consideration from a person that was designated to be used as a salary supplement for a named person, position, or endowment?

No

2. If the answer to question 1 was "yes," please complete the information in the table below for each individual salary supplement. Please insert additional rows if necessary. If the answer to question 1 was "no," please go to question number 3.

Detailed Information for Each Salary Supplement

Was the gift, grant, or donation or other consideration to the agency or higher education institution from an individual or from an entity?	If from an entity, please list the type of entity.	If the entity is a nonprofit entity, is it classified as a supporting organization by the Internal Revenue Service?	If the entity is classified as a supporting organization by the Internal Revenue Service, please list the type of supporting organization and the name of the supporting organization.	If the entity is classified as a supporting organization by the Internal Revenue Service, please list any additional information related to that classification.	Please list any internal or external oversight procedures your agency or higher education institution has established to monitor the use of any gifts, grants, donations, or other considerations your agency or higher education institution receives.
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3. How does your agency or higher education institution use gifts, grants, donations, and other considerations it receives? (Please specify whether those items are used to provide salary supplements for your agency's or higher education institution's employees.)

Gifts, grants, donations and other considerations are used in accordance with donor's/grantor's specified intent if given for a restricted purpose. Some gifts, grants, donations and other considerations are given for unrestricted use. When funds are received for unrestricted use, then they are used for a purpose that supports the mission of the institution, which could include student scholarships, initiatives, equipment purchases, programs and support of faculty. This usage could include support for salaries.

4. If your agency or higher education institution has adopted conflict of interest provisions regarding the acceptance by the agency or higher education institution of a gift, grant, donation, or other consideration to be used as a salary supplement for an agency or higher education institution employee, please provide a hyperlink to the conflict of interest provisions.

- University of North Texas Health Science Center Policies
- 03.103 Conflict of Interest Disclosure <https://app.unthsc.edu/policies/Home/GetFile?policyNumber=03.103>
- 05.505 Employee Ethics & Standards of Conduct <https://app.unthsc.edu/policies/Home/GetFile?policyNumber=05.505>
- 12.101 Research Conflict of Interest <https://app.unthsc.edu/policies/Home/GetFile?policyNumber=12.101>

UNT System Board of Regents Rules:
05.700 System Administration and Institution Ethics and Standards of Conduct http://www.untsystem.edu/sites/default/files/forms/board-of-regents/rr_05.700_system_administration_and_institution_ethics_and_standards_of_conduct_00159575x146b.pdf

5. Texas Government Code, Section 659.0201(b) requires that a state agency that accepts a gift, grant, donation, or other consideration from a person that the person designates to be used as a salary supplement for an employee of the agency shall post on the agency's Internet website the amount of each gift, grant, donation, or other consideration provided by the person that is designated to be used as a salary supplement for an employee of the agency. The agency may not post the name of the person.

Did the agency or higher education institution make this information available on its Internet website?

Yes

6. Texas Government Code Section 659.026(b) requires that a state agency shall make available to the public by posting on the agency's Internet website:

- (1) the number of full-time equivalent employees employed by the agency;
- (2) the amount of legislative appropriations to the agency for each fiscal year of the current state fiscal biennium;
- (3) the agency's methodology, including any employment market analysis, for determining the compensation of executive staff employed by the agency, along with the name and position of the person who selected the methodology;
- (4) whether executive staff are eligible for a salary supplement;
- (5) the market average for compensation of similar executive staff in the private and public sectors;
- (6) the average compensation paid to employees employed by the agency who are not executive staff; and
- (7) the percentage increase in compensation of executive staff for each fiscal year of the five preceding fiscal years and the percentage increase in legislative appropriations to the agency each fiscal year of the five preceding fiscal years.

Did the agency or higher education institution make this information available on its Internet website?

Yes

7. Please include any additional comments in the box below.

(Please place additional comments here.)

Salary Supplement Reporting - Part II

In accordance with Texas Government Code, Section 659.0201(d), if the person making a gift, grant, or donation or providing other consideration to the state agency for the purpose of a salary supplement is an entity created solely to provide support for the state agency, the entity shall report to the agency:

1. The name of each person who makes gifts, grants, or donations, or provides other consideration to the entity, in an amount or having a value that exceeds \$10,000, unless the person has made a request to the entity to remain anonymous; and
2. The amount or value of each specific gift, grant, donation, or other consideration.

Texas Government Code, Section 659.0201(e) states a state agency that receives a gift, grant, donation, or other consideration described by Subsection (d) shall compile the information the agency receives under Subsection (d) into a report and submit the report to the state auditor and the legislature. This questionnaire is designed to collect that information, which may be reviewed by the State Auditor's Office to identify any conflicts of interest or any other areas of risk. The State Auditor's Office will report audit results to the Legislature. Any questions concerning the interpretation of this section of the Texas Government Code should be directed to your agency's or higher education institution's legal counsel.

Please complete this section (Part II) of the questionnaire and return it to the State Auditor's Office. Questionnaires should be e-mailed directly to **Salary.Supplements@SAO.Texas.Gov**, no later than **12/16/2016**. Please note that reporting requirements that are specified in Article IX, Section 3.02, General Appropriations Act (84th Legislature), should be reported separately. To report information as required by Texas Government Code, Section 659.0201 (i), please complete Part I of this questionnaire.

Contact Information

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Questionnaire

1. In fiscal year 2016, did your agency or higher education institution receive a gift, grant, donation, or other consideration for the purpose of a salary supplement from an entity created solely to provide support for your agency?

No

2. If the answer to question 1 was "yes," please complete the information in the table below for each individual salary supplement. (Please insert additional rows if necessary.) If the answer to question 1 was "no," please continue to the Additional Comments Section.

Detailed Information for Each Salary Supplement

Please list the name of the entity created solely to provide support for your agency or higher education institution.	Please list the name of each person who makes gifts, grants, or donations, or provides other considerations to the entity, in an amount or having a value that exceeds \$10,000, unless the person has made a request to the entity to remain anonymous. (If the person requested to remain anonymous, please place the word "Anonymous" in the column.) Information provided to an higher education institution under Texas Government Code, Subsection (d), is not subject to disclosure under Chapter 552.	If the amount or value of each specific gift, grant, donation, or other consideration exceeded \$10,000, what was the amount? Information provided to an higher education institution under Texas Government Code, Subsection (d), is not subject to disclosure under Chapter 552.
XXXXX	XXXXX	XXXXX
XXXXX	XXXXX	XXXXX
XXXXX	XXXXX	XXXXX
XXXXX	XXXXX	XXXXX

3. Please include any additional comments in the box below.

(Please place additional comments here.)