

Business Horizons

A monthly publication of Business Affairs

every person
every day
every job

October 2007

Calendar of Events

SECC Campaign
October 1—19

SECC Talent Show
October 19
9:00—10:30 a.m.

New Employee Welcome Program
October 22
8:30 a.m.

Business Affairs Staff Council
October 24
8:30 a.m.

Kerry's Korner

This month....a letter of appreciation to my direct reports.

Pam...I am continuously amazed at the breadth of your ability and willingness to manage such a diverse and expansive array of business operations – and that on top of all you do for me. I'm appreciative of your aptitude, attitude, and success in achieving excellence in customer service, but mainly I'm blessed by knowing you and working with you every day!

Barbara...you are the consummate HR executive; always advocating for all university personnel and motivating your exceptional HR staff – the best HR professionals I've ever been associated with. I admire your persistence and how you embrace the many challenges before you. I highly value your advice and appreciate how genuine you are!

Chief...we share a lot of similarities; though you are better looking, bigger, stronger, carry a gun and have less hair, to name just a few differences. I couldn't be more proud of you and your department, and each day I'm thankful for your friendship, your passion for service, your great attitude, sage advice, and contagious sense of humor!

Janet... you have filled a giant void in the financial operations of the University with great energy, expertise and passion. I admire the precision in which you identify opportunities and simultaneously, the responsible solutions. I am thankful for the talent that you have brought to the University and the difference that you are making!

Dave... with the ambition and energy not to be equaled by many, you have implemented operational initiatives that will well serve the university for many years. Thank you for how you've embraced challenges, for your determination, for your personal sacrifices and the zeal and passion in which you continually move us towards excellence.

My Staff...I am truly a fortunate man to have walked into a job with such an awesome staff of professionals and now, friends. You encourage and challenge me – and make me laugh. Together you promote an office atmosphere that functions at high service levels with great energy, fun, and cohesiveness. I've never been in any office that I enjoy more than what we have here. Thanks for how you each utilize the many talents gifted to you, for your extraordinary work ethic, your leadership throughout the campus, your 'can and will do' attitudes, and especially for your sense of humor, which brings life and enjoyment in the midst of very busy and challenging times!

I am better – the University is better – because of those above. My personal thanks to all of you for investing a portion of your lives in UTSA and believing in our Business Affairs vision of excellence – every person, every day, every job.

Kerry

Inside this issue:

Spotlight On...	2
UTSA HUB Program	2
Holiday Vacation	2
Business Auxiliary	3
Transportation Fee	3
Construction Update	4
Diversity Awareness	4
JPL Sign	4
This Month in History	4
Business Manager	5
SECC	5
Kudos	5

Worth Remembering...

"The noblest search is the search for excellence."

Lyndon B. Johnson



Spotlight On ...

SAMUEL BARRERA

Samuel was born in Beeville, Texas, graduated from A.C Jones High School and moved to San Antonio after graduation. Samuel has lived in San Antonio for 7 years. Samuel is fortunate to have his mother, Terri Hernandez, step-father Daniel Hernandez, brother, Danny Hernandez, and sister, Sarah Barrera all living in San Antonio. He loves spending time with his family and friends.

Samuel joined UTSA in January 2005 as a University Police guard. In May 2006, he moved to Parking and Transportation Services as a Parking Services Assistant. Samuel plans on attending X-Ray Technician school in the spring.

When Samuel is not working, he spends time watching movies and considers himself a huge fan—anything from old classics to new.

Some other hobbies include music, writing, and art. He is a huge sports fan and Samuel's favorite team of all time is the SPURS!

GO SPURS GO!

Thank you, Samuel, for your dedicated service to the University and Business Affairs.

Samuel will be receiving a Roadrunner meal card to use for either breakfast, lunch or dinner at the Roadrunner Cafe, compliments of Chartwells. Our thanks to Chartwells for their support!

UTSA HUB Program



For the sixth time in the last seven years, UTSA is among the top 25 Historically Underutilized Business (HUB) programs in the state of Texas. In 2007, more than \$17.2 million or 35% of total eligible UTSA purchases were spent with HUB vendors, which

are minority and women-owned businesses certified by the state of Texas.

UTSA ranked #6 this year—up from #19 in 2006! Other University of Texas institutions joining UTSA in the top 25 are: U.T. Tyler (48%), U.T. Dallas (33%) and U.T. El Paso (26%).

To honor and recognize the individuals and departments who played a role in the HUB Program's success, the third Annual HUB Awards and Recognition Program will be held in the JPL Assembly Room 4.03.08 on Wednesday, November 28 at 3:00 pm.

Congratulations to all who continue to support the HUB Program!

**MARK YOUR CALENDARS!
BUSINESS AFFAIRS
HOLIDAY RECEPTION
DECEMBER 11, 2007—LAUREL ROOM**

HOLIDAY VACATIONS

THE HOLIDAY SEASON WILL BE HERE BEFORE YOU KNOW IT—IT'S TIME TO PLAN AHEAD!!

HR recommends that all managers have their employees submit their vacation requests starting now to determine departmental coverage for the Thanksgiving and Christmas holidays, to include the skeleton crew days in December. Please refer to the

UTSA HOLIDAY SCHEDULE

As always, all employee requests for leave during the holidays are subject to business needs and management approval. Taking action early can help the department provide needed coverage, minimize disruption and provide employees the opportunity to plan ahead.



REMINDER.....

Please email us the new employees in your department, so we can add them to the newsletter mailing.

Director of Business Auxiliary Services



It is with great pleasure to announce that Jane Wilcox, currently the Associate Director of Parking and Transportation Services, has accepted the position of Director of Business Auxiliary Services. Jane has served as Interim Director since June and will permanently assume those responsibilities November 1st. Jane has over 10 years of UT System experience working with auxiliaries. Her proven experience and excellent leadership skills will be a positive asset for the department.

Jane came to UTSA from UT Austin in January 2006. In the short time Jane has been with UTSA, she has implemented a new parking management software system, developed business and operational plans, created a new website, and developed a marketing initiative for the department. Jane was awarded the Business Affairs Celebrating Excellence Award in June 2006.

Jane has strong communication skills and is extremely motivated and dedicated. As an avid problem-solver, Jane will be a welcomed addition to Business Auxiliaries Services.

Jane has also been appointed to serve as the Business Affairs representative on the Athletics Council. The Athletics Council functions both as a working entity and as an advisory body. The President is ultimately responsible for the conduct of Intercollegiate Athletics at UTSA, and all recommendations of the Athletic Council are advisory to the President.

Please join me in congratulating Jane on her new position!

Students Vote “YES” for a New Transportation Fee

The students have voted! Beginning next year, the students will pay a \$20/semester (fall and spring only) transportation fee, assuming the fee is approved by the Board of Regents. This fee will allow the Parking and Transportation Services Department to provide shuttle service to more nearby apartment complexes and thereby reduce congestion on campus.

Congratulations to the students who worked to make the transportation fee a reality

This is the first time students have exercised their right of initiative provided for in the SGA Constitution. More than 3% of the student body had to sign a petition just to bring this question to a vote.

After a lot of effort to get the word out, the students had their say in the vote that took place on October 9 and 10. You might have seen some of the “Hop on Board” signs, flyers, T-shirts, and pens distributed by the Students for Transportation Reform, a registered student organization. You can even watch a Hop on Board video on YouTube – just search for [“Hop on Board UTSA”](#).



It is very exciting to see the high level of engagement. 13.6% of the student body voted in this special election. Compare that to the 10% of the voters of San Antonio who passed the \$550M bond election.

With the new fee, we promise to improve transportation services, lower most student permit prices, and form a student committee to advise the administration on expenditure of the transportation fee income. We look forward to a terrific partnership with the students to make transportation services at UTSA they best it can be.

Construction Update



Physical Plant Renovation

A renovation of the 32 year old Physical Plant Building is nearing completion. The refurbished building will become the headquarters of the Police Department, Parking and Transportation, and the Office of Information Technology. Telephone Services has remained in the building throughout the renovation and will continue to occupy a portion of the second floor. The building was previously home to the Office of Facilities which has since

relocated to West Campus. This institutionally-managed project was designed by Casabella Architects based in Austin and constructed by Alpha Building Company based here in San Antonio. Some common functions that will be performed out of the refurbished building include: Access Control, Police Dispatch, and the OIT Help Desk. The project is scheduled for completion in December 2007. A new name for the building is being discussed.

Additional Parking

The Office of Facilities has completed the design of new parking lots, a north-south connector road, and a water filtration basin to serve the 1604 campus. The RFP has been issued for a 300 space expansion of Parking lot 12, a new roadway to connect UTSA Boulevard and Loop 1604 across campus, and a water

filtration basin to capture runoff from the new projects. Another RFP will also be issued for a 400 space expansion of parking lot 10. All four projects will be completed in Spring 2008. The new lots will provide an additional 700+ parking spaces for students, staff, and faculty. Shuttle bus routes will serve both new parking lots.



Diversity Awareness

All Business Affairs employees are encouraged to participate in one of the newest classes offered this fall - **Diversity Awareness: M.E.E.T. on Common Ground**. This class will provide participants the opportunity to explore diversity and cultural awareness at UTSA. Participants will learn a four step process for promoting cultural sensitivity in the workplace, practice implementing this four-step process, learn where to access diversity resources at UTSA and in the community. Two classes offered this fall are November 2 and December 4. To enroll, go to www.utsa.edu/hr/training.



JPL New Sign

The JPL Fiscal Services Office (JPL 1.03.06) is proud to announce the opening of our new Faculty/Staff window.

A lighted sign has been installed, which indicates whether the designated window is open/closed. Our aim is to better serve UTSA's internal customers by providing a specific time and place solely dedicated to assisting the various departments and colleges. Our desire is to provide a more productive and efficient turn around time for the processing of deposits, petty cash reimbursement and other miscellaneous business matters. Hours of availability are subject to change.



This Month in History brought to you by ITC Courier

October 1, 1849 The Texas State Penitentiary at Huntsville opened. Its first prisoner was a convicted horse thief.

October 14, 1890 Future army general and U.S. president Dwight David Eisenhower, was born in Denison, Texas.

October 22, 1861 Advance unites of the newly formed Brigade of General H.H. Sibley marched from San Antonio to claim New Mexico and the American southwest for the Confederacy.

October 26, 1930 First football game was played at the Cotton Bowl in Dallas. The Southern Methodist University Mustangs beat the Indiana Hoosiers 27-0.



What Happened to the “Business Manager?”



He has a new name and location! Financial Affairs would like to announce a new title and location for the area formerly known as the “Business Manager’s Office.” We have officially renamed the office to better describe the diverse services and would like to tell you a little bit

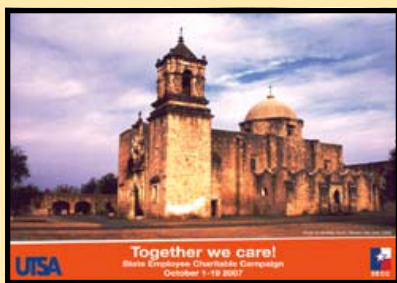
about what we do.

Gary Lott (formerly known as the Business Manager) has the new title of Director, Financial Services & University Bursar. He oversees the Fiscal Services, Surplus and Capital Inventory departments, with thirty-one employees. Gary and his administrative staff – Linda Gall and Julie Alley, handle a myriad of student concerns, both on the phone and for walk-in customers. Their problem solving is not limited to financial concerns, but often involves other student service functions like Financial Aid, Registration and Admissions. They process all student appeals and are the point of contact for students

who are denied transcripts, enrollment, or want further explanation about UTSA policies and procedures. Their goal is to try to address all customer concerns, rather than “pass the buck”, if the issue is not strictly a fiscal matter. Gary and staff also handle treasury functions such as cash management, processing IRS 1098T forms for student tax credits (over 35,000 were submitted in 2006!!), and the annual reporting of Unrelated Business Income Tax (UBIT).

Gary’s office is now co-located with the Office of the Associate Vice President for Financial Affairs, JPL 4.04.16.

State Employee Charitable Campaign-SECC



Running through Oct. 19, the UTSA State Employee Charitable Campaign benefits some 500 nonprofit agencies that provide social, health, environmental, arts and education services on a local, state, national and international level.

Employees can donate to SECC using the paper form or go online to <https://donor.united-e-way.org>.

For instructions visit: <http://www.utsa.edu/today/2007/10/eway.cfm>.

Mark your calendars! **UTSA’S Got Talent!** – a variety show put on by “talented” vice presidents, deans and other employees of UTSA, including our own very talented president, Dr. Romo. You can get a **free VIP Pass** to this exciting event by giving to the SECC Campaign and turning in your Pledge Form by **Friday, October 12th**. Donation forms will even be accepted at the event and tickets will be given on a first come first serve basis. **UTSA’S Got Talent!** is scheduled for Friday, October 19th, 9:00 – 10:30 a.m. The event will be held at the Richard Liu Auditorium in the Business Building, featuring Dr. Ricardo Romo, Dr. Gage Paine, our own Kerry Kennedy on the drums.

Join in on the fun and while doing so you will be helping local families in need. Please carefully consider how you will respond to the call for assistance through the 2007 State Employee Charitable Campaign.

Kudos

Bruce,
As I told you last week when we met to discuss the contracts, I think you have the real deal in Sarah. As you know, I’m desperate for help in putting together our program and Sarah has come through for us every time and on time. She has been so cooperative and helpful and every advice she’s given us has been sound and logical. She’s different than your typical UTSA employee. She stands tall and above in this institutional culture.

I can confidently speak for Mary Jane Chavarria, for I know she too feels the same way.

Thank you Sarah for all your help.

*Marcel I. Perret-Gentil, DVM, MS
University Veterinarian & Director
Laboratory Animal Resources Center
Research, Surgical & Training
Programs (LARC-RST)*

Business Affairs Promise

We are committed to helping you achieve your goals through excellence in service -- every person, every day, every job.