“Balance” is important in all areas of our life. We know the importance of balancing work/home life; we know balanced diets are key; and, a retirement community in Georgetown, Sun City, is offering a “A Matter of Balance” class to decrease risk of falls by teaching how to prevent falls, improve balance and increase flexibility/strength. This is a follow-up to their recent “Slips and Falls Town Hall” meeting – can’t you just picture it now?

Speaking of balance, Brenda and I took our grandson, Caleb, and his mom and dad, Lynnae and Joe, to Sea World recently. Caleb, almost four years old, asked me, his Papa, to take him down one of the children’s water slides; an honor for any grandfather.

Holding Caleb, we prepared to sit on the slide. Unfortunately, I lost my BALANCE (see inset), and I ended up on my back as dozens of other parents and grandparents stood, watching in awe at my unique and agile skills of riding with my grandson down the slide, normally an uneventful experience. Thankfully, I grabbed onto Caleb and didn’t send him airborne, screaming, down the slide. I understand now why Joe was waiting for us at the bottom of the slide; he had a premonition of what was about to happen. No one was hurt, except my ego, as I slid down holding Caleb tight and trying not to gaze at the onlookers who were surely doubled over laughing just as hard as Brenda and Lynnae. Brenda still laughs when she sees the picture, though she wanted me to instead include a link to the video, but thankfully the video camera wasn’t filming till after the fall. Slow motion would have been worse.

Besides physical stability and strength, which I’m apparently deficit, I’ve eluded above to the need for balance in the workplace. One of the most important elements to keeping a healthy balance in an office environment is to participate in our Rowdy-New-U Wellness Program, which I obviously haven't. It reduces stress and strengthens your body, equipping you to better handle the daily challenges and related stress. Had I been participating regularly, I just might have been able to squat and hold Caleb at the same time without crumbling to the deck in shame.

Are there other ways to maintain balance in the workplace? Sure. Managers, consider these:

• Recognize and reward your employees;
• Clearly communicate expectations, then allow staff to control "how" their job gets done; high demand/low control conditions have a negative impact on health;
• Set an example by maintaining balance yourself - "You must be the change you want to see;"  
• Maintain flexibility to aid employees achieve balance, i.e., objectively consider requests for flexible hours, etc.;
• Encourage office volunteerism in neighborhood events as a way to promote a sense of community and renewal.

In the busyness, demands, and stress of our work responsibilities, we also need friends on which to lean, and don’t forget our Employee Assistance Program, whose trained counselors can provide professional guidance. You are just too important as a member of our family to get "out of balance."

Steadily forward,
Kerry
Spotlight On …

Ben Moran

Ben Moran was born and raised in the California Bay area. Upon moving to San Antonio, he found the love of his life, Lita, who he married over 35 years ago. They are blessed with two sons, Nathan and Joshua, both graduates of St. Mary’s University with degrees in computer science. Nathan works for Frost Bank and Joshua for UTSA’s Pre-freshmen Engineering Program at the Downtown Campus.

Ben has been with UTSA for eleven years, beginning in Purchasing & Distribution Services Department as a Warehouse Worker II, and, subsequently promoted to the position of Store Keeper. In addition to his store duties, Ben also manages the materials inventory for UTSA’s ROTC program. One of Ben’s biggest challenges thus far, has been figuring out all the acronyms while learning the military’s rank structure. Due to his hard work, dedication, and leadership skills, Ben was promoted to his current position of Assistant Warehouse Manager. When asked what he enjoys most about UTSA, he replied, “Definitely the camaraderie and the relationships I’ve established throughout the years.”

Ben is also a proactive member of the Alamo City Apostolic Church, where he enjoys participating in bible study classes. For relaxation, he enjoys family time and reading nonfiction books.

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

Staff Training Program

The Office of the Director of the University of Texas System Police offers a police command staff training program called “Advanced Development and Career Excellence Program (ADVANCE)”. The purpose of ADVANCE is to provide UT command staff police officers familiarization with the Office of the Director of Police operations in Austin and The University of Texas System Police operations across the state.

Lieutenant Stephanie Padula represented the UTSA Police Department in the ADVANCE program August 1 – 16. Lieutenant Padula has been with the UTSA Police Department for over 15 years and is responsible for Administrative Operations. She holds a Master Peace Officer license, attended the FBI National Academy Session 238 in 2009 and completed the College Business Management Institute in 2008. The ADVANCE program will broaden her career experience with UT System Police. She was nominated by Chief Steve Barrera and served a temporary duty assignment with the Office of the Director of Police staff for two weeks in Austin, Texas. Congratulations Lieutenant Padula!

CBMI

UTSA staff members from Business Affairs and other disciplines recently attended the 2013 College Business Management Institute (CBMI) at the University of Kentucky in Lexington. CBMI is designed to provide college and university administrators with an overview of current issues and procedures in higher education management, and offers an intensive course of study in business and financial management, as well as other subjects. Participants attend 28 hours of coursework each summer for three years to earn a certificate of completion. Pictured are UTSA staff members [left to right] Gabe Navarro, Aaron Parks, Judy Verdon, Hillary Klingman, Claudia White, Lorenzo Sanchez, and James Jinks. Congratulations to this year’s UTSA CBMI graduate, Claudia White!
Kudos to Business Affairs Staff

Good morning Yvette (Medina),

I would just like to express my sincere appreciation to you and Patty Burrier and Sandra Calderon for their excellent work assisting us with the TRIO Program’s Colorado Trip. Thanks to them, all the PB4s, and POs for prepayment checks for buses, hotels and security have been completed all within a short time frame (2 weeks). I cannot say enough good about the [Purchasing] staff’s helpfulness and professionalism. Thank you all for your patience and understanding during this process.

Appreciatively,
Nancy Miller
Administrative Manager
Office of P-20 Initiatives

Thank you DTS team for helping us through this new vendor purchase. It certainly was a learning experience for us, but the end result is that we were able to make a cost efficient purchase on behalf of our clients and student trainees that we serve.

Thanks for all the teamwork. WE ARE UTSA...

Tom (Baez), Ph.D.,
Director of Counseling Services

Disbursement and Travel Services Team,

I would like to thank you all for your assistance along the way. Thank you also for your patience with my group’s travel requests and thank you for rushing them.

With much appreciation,

Mimi (Yu), Associate Director,
East Asia Institute

Hi Kerry (Kennedy) and Pam (Bacon),

I would like to compliment your office on the new directional signs you are implementing on campus. They make so much sense and are very easy to follow!

Best, Mimi Yu, East Asia Institute

Mr. (Christopher) Valles,

Your assistance with my daughter’s tuition payment is greatly appreciated. Thank you, very, very much!

Please advise or direct me to the school site where I might write a comment regarding my experience as a parent with the UTSA Bursar’s Office.

Christopher W. Little, Sr.,
Territory Coordinator - TCV

I wanted to take a moment to pass along a “pat on the back” to those of you who have so promptly assisted Robin Diamond with the processing of payments and advances. She only had positive things to say about you when I briefly talked to her over the phone yesterday in regards to another transactional issue.

Her praises for the team were of an outstanding nature and of rendering great customer service to her department.

Thank you for pulling together and for processing payments timely, accurately and efficiently. When positive feedback is received by the community, it reminds me of Guiding Principle #2

WE PARTNER TO DELIVER EXCELLENT SERVICE

Thank you again!

Nora Compean,
Director, Disbursements and Travel Services

Thank you all for striving for excellence every day!
It's been a busy summer in the UTShare PeopleSoft Project office. During the past two months, UTSA has widely communicated the collaborative effort of implementing PeopleSoft along with six other UT institutions and the revised go live date of March 1, 2014. As a result, the extended time gives UTSA and our partner institutions the ability to deeply prepare and ensure our success at go-live.

This additional time will take us a long way towards ensuring the PeopleSoft system provides the expected benefits, and will continue to deliver these benefits into the future. The PeopleSoft implementation is a costly and involved process. Getting it right requires careful thought, copious planning and a process to ensure the system supports the entire organization.

The UTSA project team is attentively engaged in completing interfaces, validating UTSA data, undertaking system security and access issues, conducting conversion testing, developing interim processes, preparing training, and establishing the support & sustainment process -- all necessary elements in advance of a successful go-live.

Read the latest issue of Spotlight, a newsletter about the implementation process of UTShare PeopleSoft at UTSA, including information on training support, and Human Capital Management (HCM) and Financial Management System (FMS) go-live preparation activities: [http://www.utsa.edu/utshare/Spotlight/082013.cfm](http://www.utsa.edu/utshare/Spotlight/082013.cfm)

Stop Germs in Their Tracks!

Hand washing is one of the most important daily health activities that an employee can engage in to improve their health and prevent the spread of germs in the workplace. Washing your hands can also help save time and money by using less sick days, no doctor visits, and the out-of-pocket costs of insurance and medications. Wash away the germs for a healthier you!

Washing hands with soap and water is the best way to reduce the number of germs on them. If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol. Alcohol-based hand sanitizers can quickly reduce the number of germs on hands in some situations, but sanitizers do not eliminate all types of germs. With flu season quickly approaching, be sure to wash your hands after going to the restroom, before eating any food, and after blowing your nose, coughing, or sneezing. Also, disinfect door handles, keyboards, phones, desks, faucets, and other commonly touched items. Despite widespread knowledge of the importance of hand washing, there is still room for improvement. A recent study showed that only 31% of men and 65% of women washed their hands after using a public restroom – yuck!

So let’s get healthy by keeping our hands clean! First, wet your hands with warm water and apply soap. Rub your hands together to make a lather and scrub them well; be sure to scrub the backs of your hands, between your fingers, and under your nails. Continue rubbing your hands together for at least 20 seconds. Rinse your hands well under running water. Dry your hands using a clean towel, air dryer, or air dry them. If you used a paper towel to dry your hands, use the towel to turn off the water facet and open the restroom door – then dispose.

Together, we can prevent the spread of germs and lower the transmission of seasonal viruses that can make us sick. For more information, please call the UTSA Office of Emergency Management at 210-458-6851, or visit the UTSA Student Health Services website at www.utsa.edu/health.

Sources: Centers for Disease Control and Prevention
**Construction Update**

**San Saba Hall**

August 2013 sees the long-anticipated completion of San Saba Hall, the first UTSA housing-managed, dormitory-style facility on campus. This dual-tower building represents the first phase of a housing district quadrangle per the UTSA Master Plan for future campus development. With 618 beds – configured in units of two single bedrooms with shared bathroom – the 184,700 square-foot dormitory includes such amenities as study lounges (2 per floor per tower), laundry rooms (1 per floor per tower) and a two-story commons area with meeting venues and Housing administrative support offices. Each tower is laid out hotel-style in a ring configuration, with the center comprised of an interior landscaped courtyard with seating areas. Accessibility is provided via thirteen ADA-compliant units. San Saba Hall represents another step forward in UTSA’s ultimate goal of establishing a residential university providing housing to approximately 20% of student enrollment.

**JPL Food Court**

The food court in the JPL is undergoing an upgrade this summer. There will be two great new additions, a Papa John’s Pizza and an expanded salad bar. The new salad bar was designed by Alvidrez Architecture and is a prominent new feature in the food court area. It will have a large fresh selection where you can make your own salad providing a healthy alternative. The design brings focus to the salad area and breaks up the plane of the existing ceiling grid with pendant lighting and a decorative dropped ceiling. Brightly colored tile will wrap the columns to give the area a cheerful feel. The expanded dining selection in this area of campus will be enjoyed by students, faculty, and staff beginning with the Fall semester.

**Wayfinding**

Over the last few years, UTSA has been designing and implementing new signage for wayfinding on all campuses as part of the UTSA Master Plan. This is a huge project encompassing a range of sign types from door signage to street signs and large parking lot banners. All together, there are over 350 signs of 23 different types. It has been a bit challenging to coordinate all the different details involved in this project, but the benefit to the university will be enormous. All buildings will be identified with new bronze building letters and brightly colored pedestrian monuments. Illuminated maps will be available at several locations. This complete wayfinding system will be a huge help to students and visitors. The signage also adds a cohesive professional look to the campus.

**Business Affairs Promise**

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