I recently read about a challenge to write a story in six words. Can you imagine writing a story in just six words? Consider the following advice:

“The most valuable of all talents is that of never using two words when one will do.” ~ Thomas Jefferson

“Not that the story need be long, but it will take a long while to make it short.” ~ Henry David Thoreau

Though unsubstantiated, legend has it that the ‘six word story’ was inspired by Ernest Hemingway’s famous challenge, and first six word story, “For sale: baby shoes, never worn.”

Two West Point graduates recently proposed a challenge project for veterans to describe a 15-month combat deployment with its firefights, suffering, fear, death, and boredom—all in only six words. Here are a few of their stories: “We came, we saw, we misconquered.” “Built expensive gym just before withdrawal.” “Returned. Son didn’t recognize me anymore.” There are more graphic and disturbing stories.

Sometimes six words are all you need to make a significant point. Consider the following story, which brings me to my knees: “The heaviest coffins are the smallest.” Now, that’s a story; an oppressive and life-changing one if you live it.


I enjoy writing. I’m not proficient nor often very good at it, but it brings me joy. The ‘six word story’ therefore intrigues me.

I’ve attempted to write a few, and here are six of my recent efforts:

- Planning an adventure to Alaska; exhilarating.
- Awoke excited, granddaughter, Alyssa, due today.
- Mountain photo shoots make me high.
- Half marathon was invigorating, exhausting, chafing.
- Documenting family history, frame by frame.
- Unfulfilled; new car, new house; Unfulfilled.

I’d appreciate receiving some of your six word stories. And, if you want to try an even more difficult challenge, write your life story in six words. Mine reads: “All was lost, but now redeemed.” Your stories will be included (‘anonymous’ or with your name, as you wish) in the April edition of Business Horizons, if received by April 11.

So, what does this have to do with Business Affairs? Every day each one of us writes a story and adds to our legacy at the university. It’s not likely a six word story, but it would be interesting to see some six word stories describing your particular university career.

So, let’s do this story. Write it in six words. Easiest. Most satisfying. And it can be shared. As a story. A challenge. An opportunity.

Vision, Purpose, Brand, Guiding Principles, SUCCESS...our six word paved road that, with consistent execution, contributes directly to our progressive legacy; to our stories.

By the way, thus far my 42 year professional career can be summed up this six word story:

Risks-Opportunities-Growth-More Risks-Satisfying.

OR

Holy cow, it went so fast!

Can’t wait to read your ‘six word stories,’

Kerry
Jenny Jung joined UTSA in May 2010 as a Compensation Analyst I in Human Resources. Prior to her UTSA service, Jenny began her Human Resources career as a HR Specialist III for Leander ISD in Austin, Texas. Her day-to-day job keeps her very busy, but she loves the challenges it offers. Jenny has mastered the art of data collection to ensure UTSA compensation and benefits are equitable and competitive. She has a high level of technical expertise, an analytical mind, and strong communication skills that make her a strong asset to UTSA.

A lifelong resident of Texas, she was raised in San Antonio with one sister and four brothers. She later moved to Comfort, Texas, and graduated from Comfort High school. After a year of college at UT Arlington, Jenny enlisted in the United States Army Reserves, with an assignment serving with the Military Police. She was honorably discharged in May 2008 after six years of service.

In early 2000, Jenny transferred to UTSA to finish her education, but her plans changed unexpectedly when she met her husband, Ryan Jung. Love must have been in the air at UTSA for Jenny met her husband (also a UTSA student), got engaged, and will be married for 9 years in May. Jenny and Ryan, recently became proud parents when they introduced their son, Emmett, to the world in September 2013. They are expecting another son in August this year. They both were active members of the Alamo City Actors Guild.

In 2009, Jenny earned her bachelor’s degree in Business Administration with a focus in Human Resources from Saint Leo’s University. Jenny’s hobbies include spending time and playing with Emmett, reading, and occasionally breaking out the trumpet.

Thank you, Jenny, for you invaluable service to Business Affairs, and the University community.
Thank you all for striving for excellence every day!

Hi Ms. (Linda) Gall,

Here is my W-9 form which I need to get my 1098-T form. Since I don't get to talk to you face-to-face, I just wanted to say that I really appreciate all of your help and that it is a great service you give to students.

Have an awesome end of the week and I am looking forward to hearing from you soon.

Sincerely, Erick Luna, Student

Chief Barrera,

Please thank your officers for their supreme professionalism and assistance with planned, changing and unforeseen circumstances during the 30th Annual Diploma Dash 5K. There is no way it could have been successful or safe without your help.

Thanks again and please let us know if there is ever anything that the Association can do for you.

Steve Woodall '11
Assistant Director
Office of Alumni Relations

Lt. Hudson,

I wanted to let you know that Joe LoBrutto and Elizabeth Carter provided outstanding security for the Marching Band last semester.

They were both very actively involved with the band and always thinking ahead. They went with us to Denton when we played UNT and they made things run so smooth. Joe is a fantastic leader and very assertive.

I hope that both of them are with us next year to help with the games.

I can't thank them enough for keeping the safety of the band first and foremost.

Thanks for providing us such great people to work with.

Sincerely,
Carol Rustowicz
UTSA Bands Administrative Associate

Chief Barrera,

I want to express my appreciation for the quick response and care by one of your officers on Friday. The officer, Maranda Tupper, responded and was very diligent providing assistance to help me. She was supportive and encouraging. I can't tell you how much that meant to me to know that I was not just another call that was cleared.

Whatever you are doing there Chief, keep doing it because the officers under your leadership are living and excelling at their calling!

Please express my appreciation to Officer Tupper.

Again, thank you!
Michelle Armstrong, MSED

Kristee (Phelps) and Brett (Fletcher)—

Thank you very much for getting me scheduled so quickly and for meeting with me this morning. I really appreciate it! When I spoke with Brett last week, I was in so much pain with my hands, that I was ready to go home after working for only 30 minutes. I didn’t go home, but I sure wanted too.

I appreciate your caring. Thanks again very much!
Anonymous
How do I get ready for UTSA’s UTShare/PeopleSoft Go-Live?

To assist with the transition from DEFINE and its related systems (UTDirect, HRMS and Point Plus) to PeopleSoft, several resources are available to the campus including:

**Open Forum Sessions** – Two sessions, (April 3rd and 14th) for Unit Administrators and Senior Administrative staff for answering questions, reviewing major changes and key awareness points.

**Cutover Activities Calendar** – Cutover activities refer to the dates that DEFINE and related systems’ transactions will end in order to prepare data for transfer into UTShare/PeopleSoft. Similar to the approach used at Fiscal Year-end, the Cutover Activities calendar assists Departments with processing end dates.

**Guide for the Transition to UTShare/PeopleSoft** – An online reference document describing new business processes occurring at UTSA.

**UTShare/PeopleSoft Training** – Classroom and online training for the UTSA campus community.

**Click here for more information.**

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**Contributions from the Green Fund** will make possible the installation of hydration stations at strategic locations around the Downtown Campus. The stations, which are installed onto existing water fountains, are expected to be in place by the summer of 2014. This sustainable initiative will aid in diverting plastic bottles that may or may not be recycled away from landfills. One hydration station has the potential to reduce the consumption of as many as 36,000 bottles each year. The project illustrates UTSA’s commitment to sustainable water consumption practices by reducing bottled water dependency.

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UTSA is gearing up for the transition from DEFINE to UTShare PeopleSoft. The Office of the Assistant Vice President/Controller has developed a key date calendar that identifies financial due-dates for critical processes. This calendar will be similar to the one used during the year-end process.

This calendar may be obtained on the Controller’s website at [http://utsa.edu/financialaffairs/controller](http://utsa.edu/financialaffairs/controller) and the Financial Affairs’ website [http://utsa.edu/financialaffairs](http://utsa.edu/financialaffairs).

Please be advised that during the transition, departments will not be able to generate a purchase order for goods and services from Thursday, May 1 through Monday, May 12. It is advised that departments should obtain a Procard for purchases during this time or plan ahead and purchase before May 1. You may download your Procard application at [http://www.utsa.edu/financialaffairs/ptca/forms.cfm](http://www.utsa.edu/financialaffairs/ptca/forms.cfm).

Additional information can also be found on at [http://www.utsa.edu/utshare/](http://www.utsa.edu/utshare/)

If you have any questions, please feel free to contact the Controller’s Office at ext. 6914.

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The Office of Facilities Grounds Team! Administrator George Martinez announced February’s Staff Appreciation Award winner to the Office of Facilities Grounds Team!

Front Row (Left to right): Frederick Wiedner, Della Reyes
Back Row (Left to right): John Japhet, Mario Morales, George Taylor, Juan Villarreal, George Martinez

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Construction Update

Facilities will be constructing two separate locker room facilities for the Men’s Baseball and Women’s Softball programs. Each building is roughly 1200 square feet and will be located near their respective fields on the Main Campus. The locker rooms have already been planned, and design is just getting under way.

Construction will start mid-year and completion is anticipated in February 2015. The teams will occupy these temporary buildings until funding is obtained for permanent facilities at the Park West Campus.

Enhancing Operations

Mike Sullivan, Senior Systems Analyst in Environmental Health, Safety, and Risk Management (EHSRM), has done a terrific job building the Integrated Safety Management System (ISMS). He continues to make additions to the system and create new ways that improve operational efficiency and make our folks more productive (not to mention happier). Mike has been working with Apple Developer for about a year to develop new apps/programs for use with iPads that were purchased to replace laptops that became unusable with the addition of the required encryption. Mike has developed a unique SafetyTrackr App for the iPad, iPad mini and iPod that allows EHSRM staff to upload field inspection data (fire, lab and construction/environmental) directly into the ISMS database if Wi-Fi is available, or store the inspection data on the device for later upload when Wi-Fi is not available. The Apple devices are not capable of storing the information without the special SafetyTrackr App and this has been a great convenience and time saver for the staff in the field.

Business Contracts Processes

Effective immediately, the Business Contracts Office in the Purchasing and Distribution Services Department is now more than ever your “go to” office for business contracts. Direct your questions to the Business Contracts Office regarding completing, routing or processing Service Agreements, Participant/ Speaker Agreements, Entertainer and Artist Agreements, Interagency Contracts, Athletic Agreements, software/technology agreements, hotel agreements and all other agreements that are not contracts for sponsored research or sponsored projects.

New routing requirements are now in effect. Please send all business contracts being routed for execution to the Business Contracts Office, located in the Central Receiving Warehouse (CRW) building on West Campus. Contracts delivered to the Office of the Associate Vice President for Administration (AVPA), will be routed to the Business Contracts Office at the CRW for in-take. Daily mail runs between the two offices are currently in operation.

You can also expect to receive the document, once executed on behalf of UTSA, from the Business Contracts Office, together with additional information you may need with regard to completing or managing the contract.

If the agreement was signed on behalf of UTSA before the other party signed, you will, as always, receive a note indicating that it is your responsibility to see that UTSA receives the fully executed agreement. Please return the fully executed document, once received, to the Business Contracts Office.

As always, all requests for goods and services exceeding $5,000 along with all software/technology agreements, must first be submitted via purchase request to the Purchasing Office to ensure compliance with competitive procurement policies. *Departments are not authorized to issue a purchase order or use a procurement card for any purchase exceeding $5,000, nor issue a contract other than a purchase order in any amount.*

For further information, please see [http://www.utsa.edu/purchasing/contracts/index.cfm](http://www.utsa.edu/purchasing/contracts/index.cfm) for the Business Contracts Office staff directory, or contact us via email at Business.Contracts@utsa.edu.

Business Affairs Promise

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