Have you ever uncovered a hidden treasure? Webster’s says that a treasure is “any possession that is highly valued by its owner.” I recently rediscovered a hidden treasure. Looking for a bookmark, I found a tri-fold piece of paper tucked away in the back of a book. Curious, I unfolded it and found a typewritten letter; a letter signed by my wife, Brenda, addressed to me. I knew it must be valuable or I wouldn't have stowed it away in the back of my Bible.

The letter was dated November 2004, nine years ago this month; three months after moving to San Antonio from Alabama to begin my job at UTSA; and, almost to the day, three months after my Dad's death. Brenda and I had been married for only five years and had recently moved into our third home. Counting interim apartments, we'd moved five times in that many years. We were expert movers, but overjoyed to return to our beloved Texas to again be near our children, Brenda's Mom and Dad, her sisters and their families, and my Dad. Dad died that August, a few hours after enjoying dinner with all the family. We were thankful that God had brought us home in time to say goodbye to him; we just didn’t know it was to be the last time.

Brenda’s letter began, ”...and I thought you might like to know how much I appreciate...” and she continued to describe ten traits she most admired about me. We all need encouragement and to know how much we’re valued, especially by our spouses, so it wasn’t a great surprise that I'd held on to this unanticipated letter. The last paragraph was captioned, ‘Your Weaknesses,’ but thankfully she spared me the pain by not listing them, but instead expressed her general feelings about them, ending by quoting a favorite passage in Proverbs, ”As iron sharpens iron...” You wouldn’t believe, or perhaps you would, how incredibly sharp I'd made Brenda in five short years. She closed the letter with, “I love you with all my heart - now and forever. Happy Thanksgiving.”

You can see why I valued the letter. It was encouraging, thoughtful, personal, specific, unexpected, and a reminder of Brenda’s dedicated love and devotion. As I considered the time of the letter’s writing, I recalled the many sacrifices Brenda had made for me in those few short years. The letter, while touching, was at the same time – convicting; a reminder of how effortless it is to take each other, and many daily miracles, for granted.

Who or what are you taking for granted? Your spouse, your health, job, parents, children, the approximately 100,000 times a day your heart beats, mother Earth, the poor? This article wasn't written to make anyone feel guilty, but to encourage you and me to action; to focus on building up others, continuously guarding against presumptuous attitudes that can cause us to take valued treasures for granted, only to see them drifting away, ultimately lost. It’s a shame that we often don’t make a routine effort to show value to those most close to us, until that time has sailed.

Starting this Thanksgiving, let’s determine to make it a habit to show others how valued they are. Find a unique way of expressing that value – write a letter listing their most admirable traits, send a simple note of appreciation, scribble a short napkin note to your spouse each week, or astonish them with seemingly the smallest of gifts, but which speaks volumes of their value to you.

Happy Thanksgiving… Kerry
Jon Mosel began his career at UTSA in March 2001, as an Accountant I in the Inventory Department. He left the university in September 2003 transferring to the UTHSCSA to serve as Manager of Property Control. He returned to UTSA in March 2006 as the Capital Asset Manager overseeing Inventory and Surplus Property. Jon is currently the Asset Management Lead on the PeopleSoft Implementation Project.

Born and raised in New Braunfels, Jon worked for many years in the grocery business for a small grocery chain. In 2000, he earned his BBA in Accounting from UTSA. Over the years, Jon has experienced the rapid growth of the university. The Inventory Department has grown from 3 to 6 employees and Surplus Property, which was formed under his tenure, has grown from 2 to 6 employees. Jon says he is proud to work at UTSA and honored to work with such incredible people. The managers and staff in the Inventory and Surplus Property departments are excellent and dedicated employees and their hard work makes Jon's job easier. He is also very appreciative of the leadership and support he receives from his management.

Jon lives in New Braunfels with his dog, Max. He enjoys playing and watching sports, traveling, walking, and spending time with family and friends.

Thank you Jon, for your service to the university and Business Affairs.

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**John Fitzgerald Kennedy**

**November 22, 1963,** Kennedy was assassinated while riding in a motorcade in Dallas, Texas.

To the American public, as well as historians, John F. Kennedy is a hero – a visionary politician who, if not for his untimely death, may have averted the political and social turmoil of the late 1960s. In public opinion polls, Kennedy consistently ranks with Thomas Jefferson and Abraham Lincoln as among the most beloved American presidents of all times.

Born on May 29, 1917, in Brookline, Massachusetts, John Fitzgerald Kennedy served in both the U.S. House of Representatives and U.S. Senate before becoming the 35th president in 1961. As president, Kennedy faced a number of foreign crises, especially in Cuba and Berlin, but managed to secure such achievements as the Nuclear Test-Ban Treaty and the Alliance for Progress.

On November 21, 1963, President Kennedy flew to Dallas, Texas, for a campaign appearance. The next day, November 22, Kennedy, along with his wife and Texas governor John Connally, rode through cheering crowds in downtown Dallas in a Lincoln Continental convertible. From an upstairs window of the Texas School Book Depository building, a 24-year-old warehouse worker named Lee Harvey Oswald, a former Marine with Soviet sympathies, fired upon the car, hitting the president twice. Kennedy died at Parkland Memorial Hospital shortly thereafter, at the age of 46.

John F. Kennedy died half a century ago yet because of his extraordinary promise and untimely death, his star still resonates strongly.

Hi Jaime (Lopez),

I just want to “thank you” for doing such a great job with processing my retirement package. The process has gone very smoothly for me and I have not had any problems with TRS monthly annuity or my monthly benefits deductions. By the way, TRS/Dearborn insurance staff has been very helpful as well on a couple of retirement questions/payment process I have had.

Thank you again for your valuable assistance in making my retirement paperwork process run so smoothly.

Shirley Lewis, ASO
The University of Texas at San Antonio
Institute for Economic Development

To: Julie Gohlke, Mary Simon, Charlotte Mikulec, Olinda Ongay, Kari Peterson, Cynthia Orth, Deborah Riley, Magdalena Torres Foley

Thank you for presenting at the Administrative Support Toolbox – Financial Processing (SD239). You are so appreciated! We had 26 administrative staff from all around campus – representing many different Departments/ Colleges.

The information you shared with all the participants was well received and very helpful to them, given their central role in their respective departments.

The administrative staff benefit greatly from your presentations and the information you provide.

Thank you for your time and dedication!
Diane L. Piña, Training & Development Specialist II

Steve (Barrera),

Many thanks for your email! Thank you for giving ITC the opportunity to participate in this important training! I think everyone benefited from the experience. You have an outstanding team of people! Special thanks to Sergeant Joe LoBrutto, he is an excellent trainer!

Thanks again your support! You have a great team!!

With much gratitude,
Angelica Docog, Executive Director
Institute of Texan Cultures

Hi Jaime (Lopez),

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Diane L. Piña, Training & Development Specialist II

Diane (Mazuca), I wish to recognize you for EXCELLENCE by achieving results and SERVICE by being responsive and providing solutions by working until 7:00 pm last Friday evening to complete the posting of the open SBDC position in order to take advantage of the higher number of people that apply for positions over the weekend.

Thank you,
Morrison Woods
Director of Small Business Development Center

To: Julie Gohlke, Mary Simon, Charlotte Mikulec, Olinda Ongay, Kari Peterson, Cynthia Orth, Deborah Riley, Magdalena Torres Foley

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Diane L. Piña, Training & Development Specialist II

Ed (Minter) and Angel (Garza),

I wanted to personally thank you both and your team for providing EXCELLENT customer service for the PeopleSoft Team.

You both were very accommodating allowing us to find some much needed furniture to accommodate additional employees who are moving into our suite and the need to make new office space. I also appreciate you both in delivering the items and helping to arrange the room set up to our specifications. I know you took time out of your schedule to help with this matter in a quick turnaround and for that I am most grateful.

Your customer service, attention to detail, and speedy delivery are greatly appreciated and helped our office out with a short turnaround time in order for us to accommodate new staff joining the PeopleSoft Team.

Best Regards, Cindy Orth, Director, DEFINE Administrative Services Management Reporting and Administrative Systems
SAVE THE DATE

Business Affairs
Holiday Reception

DECEMBER 11, 2013
11:30 AM - 1:00 PM
HUC BALLROOM

Are you ready for fires and other emergencies?

Remember that the Texas State Fire Marshal’s Office is coming to all three UTSA Campuses November 18-22

Shannyn Adkins

Shannyn Adkins, Director of Grants and Contracts Financial Services joined Financial Affairs November 2013. She came to UTSA from the University of Wyoming where she served as the Manager of Sponsored Programs.

Shannyn has fourteen years of experience in grants and contracts accounting and reporting, including managing all aspects of the University of Wyoming post-award administration program for the past four years.

She has extensive experience with PeopleSoft financial systems, from serving as a PeopleSoft implementation team member to interfacing PeopleSoft with other systems, and using PeopleSoft in post-award accounting and reporting. She has a bachelor’s degree in Accounting from the University of Wyoming and is a licensed Certified Public Accountant.

Shannyn and her husband Steve have two sons, Jeremy and Brandon. She enjoys reading, hunting, camping, water skiing and other water sports. She also loves sporting events, and she’s looking forward to attending UTSA football games.

Shannyn’s extensive grants/contracts and PeopleSoft experience make her a valuable addition to the Financial Affairs team. Please join us in welcoming Shannyn!

ITC Exercise

On October 29th, the UTSA Police Department, in conjunction with the Institute of Texan Cultures (ITC), Business Continuity and Emergency Management, and the President’s Emergency Advisory Council held a mass casualty training exercise. In preparation for this exercise, the ITC held training sessions for staff focused on an active shooter response. During the recent exercise, the staff practiced procedures in the event of an active shooter situation. Police officers responded to the threat, neutralized the active shooter, and performed tactical trauma care to save victims with the assistance of public safety officers. All the participants performed well and learned how they can better mitigate loss of life during an active shooter event.
Construction Update

Work will soon begin on the widening of UTSA Blvd. The Texas Department of Transportation (TxDOT) is expected to begin work on this project as early as May 2014. The project will widen the roadway to include 2 lanes of traffic in both directions for the entire length of the roadway, a median or center lane, turn lanes, bike lanes, sidewalks and other pedestrian pathways. TxDOT is responsible for that portion of the project between IH-10 and Ximenes Avenue and the City of San Antonio is responsible for the roadway between Ximenes Avenue and Babcock. Information provided by the City indicates that construction between Ximenes and Babcock will begin in Fall 2014.

The new construction will require the removal of the existing campus monuments at Ximenes Avenue and Bauerle Road. UTSA will modify the Ximenes Ave entrance to support the new intersection, which is being constructed as envisioned in the campus master plan, and create a location for the primary south campus entrance monument. UTSA will erect a new monument at the Ximenes Avenue entrance to welcome university community members and visitors who enter on the south side of the campus. The monument will be consistent with the new campus Wayfinding.

“We all know that TxDOT does a pretty good job of keeping roadways open during construction,” said Pamela Bacon, UTSA Business Affairs’ Associate Vice President for Administration. “We want the UTSA community and visitors to be aware of this project that begins next spring. During the construction, some people may wish to take an alternative route to avoid the inevitable construction slowdowns.”

ITC Parking

The ITC visitor parking lot was resurfaced late September. It features 37 regular parking spaces and four disabled parking spaces. The project included removal of all existing asphalt, total re-grading, and re-design of parking spaces to increase efficiency. The new lot improves drainage and pedestrian pathways.

HUB Program

For fiscal year 2013, UTSA’s Historically Underutilized Business (HUB) program ranked 10th among nearly 200 state agencies and third among UT System institutions in total percent of expenditures spent with HUBs. Last year, UTSA spent more than $21.2 million with HUBs, which are minority and women-owned businesses certified by the state.

The Texas Procurement and Support Services (TPASS) HUB Program has been tasked with reporting HUB expenditures of Texas state agencies and public institutions of higher education. The information within the report is used to measure the agencies’ good faith efforts to purchase from HUBs. TPASS ranks only the top 25 state agencies every year.

The total amount spent with HUBs accounted for more than 33% percent of UTSA’s eligible purchases.

“The success of the HUB program at UTSA directly reflects the outstanding effort of people across UTSA to include HUB vendors in the procurement process,” said Lane Brinson, assistant director of Purchasing and Distribution Services. “We are committed to increase the number and value of contracts awarded to HUBs.”

UTSA’s Purchasing and Distribution Services and the HUB Staff Coordinating Group (SCG) work with UTSA departments to help sustain the university’s high HUB ranking among state agencies and other UT System institutions. The SCG meets quarterly to discuss HUB activities and provides direction to ensure the university meets its HUB strategic goals and objectives.

Additionally, the HUB Program partners with UTSA’s Small Business Development Center and minority serving organizations throughout Texas, to do outreach events such as conferences, workshops, and vendor fairs as a way to assist new business with the procurement process.

For more information e-mail Cynthia Davis, HUB Program Manager, visit UTSA HUB Program, or visit the Texas Window on State Government website.
Health & Safety During the Holidays

The holidays are a time to celebrate, give thanks, and reflect. They are also the time to pay special attention to your health and safety. Remember, it’s everyone’s responsibility to engage in safe holiday activities at work and in your home. The UTSA Office of Emergency Management would like to share some great tips to keep you in the know on personal health, fire prevention, and travel safety.

Personal Health and Safety
With the upcoming holidays seasons also comes the flu season. Keeping hands clean is one of the most important steps you can take to avoid getting sick and spreading germs to others. Wash your hands with soap and warm water for at least 20 seconds. Cover your mouth and nose with a tissue when you cough or sneeze. If you don’t have tissue, cough or sneeze into your upper sleeve or elbow, not your hands.

Injuries can occur anywhere and some often occur around the holidays. Use step stools instead of furniture when hanging decorations. Leave the fireworks to the professionals. Wear a helmet when riding a bicycle or skateboarding to help prevent head injuries. Keep vaccinations up-to-date.

Prevent Fires
Decorating homes and businesses is a long-standing tradition around the holiday season. Unfortunately, these same decorations may increase your chances of fire. Based on data from the National Fire Protection Association (NFPA) and the U.S. Fire Administration (USFA), an estimated 240 home fires involving Christmas trees and another 150 home fires involving holiday lights and other decorative lighting occur each year.

Most residential fires occur during the winter months. Keep candles away from children, pets, walkways, trees, and curtains. Never leave fireplaces, stoves, or candles unattended. Don’t use generators, grills, or other gasoline, propane, or charcoal burning devices inside your home or garage. Install a smoke detector and carbon monoxide detector in your home if you do not have any and be sure to test at least once a month, and replace batteries twice a year.

Travel Safely
Whether you’re traveling across town or around the world, help ensure your trip is safe. With more people on the roads, it’s important to drive safely. Be well rested and alert, use your seat belts, observe speed limits and follow the rules of the road. If you plan on drinking alcohol, designate a driver who won’t drink. Always buckle your child in the car using a child safety seat, booster seat, or seat belt according to his/her height, weight, and age. Pay attention to the weather forecast for your destination. Travel and weather web sites can help you avoid storms and other regional issues that could impact your safety.

For more preparedness tips, visit the campus alerts website at www.alerts.utsa.edu. Questions? Send an email to BePrepared@utsa.edu or call 458-6851. Have a safe holiday season from The Office of Emergency Management.

UTSA Strong Woman/Man Competition

Meisha Whyte is a work study in the Business Affairs’ Associate Vice President for Administration Office. She is a health and kinesiology major scheduled to graduate May 2014. Her passion is exercise science, and she hopes to map out a career as a dietician. Upon graduating she hopes to continue with a Master’s in Dietetics.

In May 2013, Meisha entered the UTSA Strong Woman/Man competition consisting of an eleven obstacle course designed to test your muscular strength, endurance and power moves. Each participant is challenged to test these strengths by lifting unusual objects while being timed. Stations ranged from the sledge pull and tire flips to agility flags and ladders ending with a fast yet killer 40 yard dash carrying a bag weighing 40 lbs.

Meisha decided to accept this challenge and participate in the competition, which resulted in 1st place in her weight class. A photo of Meisha was selected as the cover for all the Rec Centers new marketing materials.

Meisha said, “I’ve always liked extreme or grueling workouts that makes me hate myself while I’m doing it, but makes me feel a great sense of accomplishment when I overcome and succeed.”

Congratulations Meisha for a job well done!

Business Affairs Promise

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