I finished my greeting sessions with all of the business affairs team members and was pleased to meet so many dedicated employees. For those of you I have yet to meet, I hope to see you at other functions on campus. Thank you for asking candid questions and being so attentive in these meetings. Know that I am working on getting you answers to some of the questions that were posed. I will relay the answers back through the leadership team so that the information can be filtered down to all staff.

In the upcoming months, I will meet with our Deans to learn how Business Affairs can assist them in their efforts and help carry on our purpose “We Make Success Happen”. Also in the coming weeks, some of you may be asked to serve on the UTSA 2020 Blueprint teams to assist in planning activities. I hope that anyone asked to serve will actively participate in shaping the future of UTSA.

Since arriving at UTSA in late April, I’ve had some encounters and first’s for me that I’d like to share. My most recent first-time experience happened this past weekend when I participated in the 44th Annual Texas Folk Life Festival. I was asked to volunteer, for the very important job of judging the best food and decorated booths at the festival. How could I turn that down, right? The rain dampened the taste testing for a short time, but we carried on and completed our delicious task of sampling some interesting food items before the evening was over. I had visited the ITC a few weeks back, but this gave me an opportunity to see the place, the volunteers, and the grounds once more from a very different perspective. In addition, I had the opportunity to see our transportation team in action with my ride from the downtown campus parking lot to the ITC.

I have many first events in my future that are still on the horizon. I am looking forward to all the new experiences and being a part of this great Team called Business Affairs.

Kathy
Spotlight on...

Paul MacDonald

Paul began working at UTSA over fifteen years ago while he was still in high school. His first job was a temporary position at the Institute of Texan Cultures (ITC) as a Texas Folklife Festival worker. Paul went on to take a part-time position working weekends in the Housekeeping Department at ITC and, after he graduated from high school, he accepted a full time position as a Special Events Mover. Paul is a very loyal and committed employee that showed an aptitude and interest in mechanical maintenance and was quickly promoted to a Maintenance Worker.

After receiving his Associate’s Degree in Management in 2005, he joined the Utilities Operations Team on main campus as a Utilities Station Operator. Many of you have probably seen Paul in your offices correcting temperature issues or other problems related to the air-conditioning system.

Over the last seven years, Paul has continued his efforts to learn about the campus utility systems and as a result he was recently selected and promoted to Utilities Operation Leader. In this position Paul is responsible for supervising the Utilities Operations night shift which provides support for monitoring various utilities, fire alarm systems, building automation systems, elevators, generators, and the overall building operations.

Sports is one of Paul’s passions. He has played on multiple softball teams over the last several years and he has even played on the UTSA Corporate Cup dodge-ball team for the last two years. Paul says he really enjoys the camaraderie in playing team sports. Some of his other hobbies include fishing, traveling, playing fantasy football, and visiting different micro-breweries to sample different types of beer.

Paul values family above all else and he loves being “Uncle Paul” to his niece and nephew. He enjoys attending barbeques and other family events. Paul also wanted to use this opportunity thank his mom Myrtle MacDonald (who also works at UTSA) for being such a “great mom”.

Paul is truly a good person and a model employee. He has a great work ethic and he always seeks opportunities to improve his skill and knowledge so he can move forward at work and in life.

Thank you, Paul, for your dedication, hard work, and service to the University and Business Affairs.

Paul 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!

Sombrilla Tree Lights

Facilities has finished adding landscape lights to several large oak trees in the Sombrilla area. The lights were installed to provide up-lighting which highlight the beauty of the mature oak trees in the Sombrilla. The LED lights are set on a timer which coincides with other lights in the Sombrilla. Together, there are nine trees that received lights on either side of the each tree.

Regional Conference

Business Auxiliary Services hosted a two-day regional conference for Texas parking professionals May 19 & 20. Over thirty representatives from universities, municipalities, and other business partners attended to hear presentations by peers that focused on topics such as product enhancements, process improvements, and general best practices. This conference provided BAS the opportunity to showcase our beautiful campus.
Hi Velma (Tullos),

I just wanted to send you an e-mail to commend some of your very awesome staff members. I work a great deal with Mercedes Zuniga, she is always friendly and caring, and works incredibly hard to make certain that our office is clean and ready to receive students. She's absolutely awesome, and our department feels incredibly fortunate to have her working so hard to keep us neat as a pin!

Tonight, I had the opportunity to meet some of your other employees who were filling in for Mercedes while she was on vacation. Jorge Hinojosa, Rosa Ochoa, Graciela Espinoza, and Ken Martinez were in the office cleaning as a team like a well-oiled machine.

I just want you to know that UTSA is extremely fortunate to have Mercedes, Jorge, Rosa, Graciela, and Ken working for us, and Facilities is all the richer for their dedication to faculty and staff.

Christopher Goldsberry, M.L.S.
Assistant Director
Student Enrollment Services

Thank you all for striving for excellence

Barbara,

Just wanted you to know how appreciative I am for the help your staff (Henry Barrera, Ashley Flores, Samantha Hernandez, Jennifer Evetts, Pamala Howard, and Claudia White) has provided me the last few days. They simply know and appreciate how overwhelmed I am with just two of us in this office and have gone the extra mile for me. I simply could not do it without their help!!!!!

Jo Ann Andera
Director, Special Events
Institute of Texan Cultures

Police Promotions

On June 1, 2015, the UTSA Police Department held a brief promotion ceremony recognizing two of its newest leaders who were promoted to the rank of Corporal, Officer Robert Rigney and Officer Jose Samaniego.

It’s critical for any organization to have the ability to fill leadership vacancies with dedicated and qualified personnel who are willing to transition from the role of receiving orders to the role of giving them. Corporals Rigney and Samaniego have proven over the years that they indeed possess the qualities necessary to be outstanding leaders.

A formal promotion ceremony will be held in December of this year recognizing all of the personnel who have been promoted throughout this year. Congratulations to Corporals Rigney and Samaniego for taking that next step up the ladder.

Hi Mr. (Dave) Riker,

I wanted to let you know that I have had a small construction project going on in my department. I’ve had the pleasure of working with project manager Andrew Goodenough. I just wanted to take this opportunity to let you know how good this experience has been and how great Andrew has been when it comes to managing and communicating with me. He is extremely helpful and is a great communicator.

Thank you for all you are doing and please know that you have a good project manager in Andrew!!

Have a great day!
Dianne P. Hengst, M.A., Psy.D.
Director, Student Disability Services
Corporate Cup

On Saturday, May 30, 2015, 92 UTSA faculty and staff members competed and volunteered in the fourth Annual San Antonio Sports Corporate Cup at the University of Incarnate Word.

The day-long event encouraged wellness, camaraderie, athletic skill, charitable giving, and volunteerism. Each category earned companies points towards winning the Corporate Cup. The 13 wellness and athletic events consisted of two running events, basketball tournament, swim relay, a wellness walk, frisbee toss, golf chipping, corn toss, tug of war, football throw, soccer kicks, and dodgeball.

A total of 4,000 employees from 69 local San Antonio corporate teams participated. Companies were divided into four divisions, determined by their size. UTSA competed in Division I, and their competitors included: HEB, YMCA, USAA, Rackspace, Valero, University of Incarnate Word, and others.

Our very own Lenora Chapman placed 3rd in her female age group on the 5k run. Our frisbee toss team, which consisted of Kristee Phelps and Keith Kewley, placed 3rd in our division. The 2k walk team received the most amount of points for our division. Overall, our UTSA team did an incredible job competing.

BAS Updates

As in summers past, the next few months will find Business Auxiliary Services (BAS) and UTSA Dining undertaking projects big and small to further enhance the campus dining experience for the UTSA community. Taco Taco is expected to open for business in the UC food court by the end of June providing UTSA the opportunity to support a local business. The Marketplace will replace Extreme Pita in the Business Building. Offerings include hot grill items and pay by the ounce frozen yogurt, with toppings as well as other grab and go options. Roadrunner Café will see an updated dish return system designed for increased energy and water savings. Several locations also receiving a new look and new equipment include the UC Convenience Store, Chili’s Too, Einstein Bros. Bagels, and the Downtown Campus Food Court.

As part of a parking lot maintenance plan, several projects are scheduled for completion (weather permitting) prior to fall semester. Brackenridge Lot 1 & 2 will receive asphalt repairs, seal coat, and fresh paint throughout. The ITC lot will be seal coated and repainted. Other parking lots to receive fresh paint include Barshop, Resident Lots 3 & 4, Brackenridge Lots 4 & 5, and Bauerle Lot 2.

Worth Remembering…

“Excellence is an art won by training and habituation. We do not act rightly because we have virtue or excellence, but we rather have those because we have acted rightly. We are what we repeatedly do. Excellence, then, is not an act but a habit.”

– Aristotle
New Liaison

Kristee Phelps has been named the new Business Affairs Liaison to the Office of the Senior Vice Provost for UTSA Downtown. Kristee is the Occupational Health and Wellness Manager in Environmental Health, Safety & Risk Management. Kristee joined UTSA in November 2009 to coordinate Rowdy New U, the worksite wellness program, for UTSA employees. She has 12 years of experience working with employee wellness at the university level, and for the past two years overseeing the Occupational Safety and Health programs at UTSA in addition to Rowdy New U. Kristee serves on the San Antonio Business Group on Health and the Mayor’s Fitness Council. She is also part of the Occupational Safety Advisory Group and the Wellness Committee for UT System. She is a member of Wellness Council of America and is currently completing her certificate for College Business Management Institute.

As the Business Affairs Liaison, she will be an advocate for the Downtown Campus and serve as a direct link between the Senior Vice Provost and Business Affairs areas. Kristee brings a wealth of experience and is highly respected throughout the Business Affairs division.

Trademark Licensing Requirement

As we embark on a new school semester, ROWDY banners will soon be displayed throughout the campus, students will proudly wear “Class of 2019” t-shirts and promotional items will be a must at orientation events.

Did you know that only a UT System-approved licensee can legally produce products bearing The University of Texas at San Antonio name or logo? The trademark licensing program exists for three reasons: Protection, Promotion and Profit.

A large number of licensees work with UTSA to offer a multitude of products. The following list highlights Historically Underutilized Business (HUB) vendors who are currently approved or are in the process of becoming approved licensed vendors.

- Apple Specialty VID 0000038170
- Alamo Tees & Advertising VID 0000037496
- Big Star Branding VID 0000037322
- Caprice Productions VID 0000037738
- C.C. Creations VID 0000046380
- Crown Trophy VID 0000027402
- I Do Promos VID 0000042492
- Nolan’s VID 0000038186
- Safeguard Universal VID 000012654

As a reminder, do your due diligence when utilizing a promotional vendor. For more information on UTSA’s trademark licensing program, visit: http://www.utsa.edu/ucm/marketing/what-we-manage.html.

Associate Bursar Downtown Campus

Fiscal Services is proud to announce that Sam Suwal has been promoted to the position of Associate Bursar-Downtown, where he replaces the recently retired Deborah Riley. He previously served as the Assistant Bursar in Fiscal Services at the Main campus for the past seven years.

Sam has a Bachelors in Business Administration, over 19 years of direct management and cash handling experience, and an in-depth understanding and experience with the Banner student system.

At his previous position, Sam was dedicated to UTSA students and parents and he will ensure our downtown students receive the same superior customer service as those at the main campus.

Sam’s combination of technical knowledge, management experience, and dedication to customer service will make him an excellent addition to the downtown Fiscal Services Office.
Dale Carnegie

In late 2014, when presented with the opportunity to bring Dale Carnegie’s award winning Skills for Success training to UTSA, Facilities took advantage of this valued leadership resource. They knew it was the momentum that their leadership and customer services employees needed to jump-start their customer focused improvement initiatives. Approximately 60 Facilities employees embarked on one of two eight-week training sessions beginning in January 2015.

The training course, Effective Communication & Human Relations/ Skills for Success was developed by Dale Carnegie & Associates, Inc., of San Antonio. Its leaders customized the course materials to promote maximum effectiveness aimed at improving and enhancing Facilities’ operations and functions. The course, designed to complement the personalized roles and responsibilities of the organization, emphasized improving the customer service skills of the employees and included topics such as building greater self-confidence, strengthening people skills, enhancing communication skills, developing leadership skills and reducing stress.

By mid-May 2015, sixty Facilities employees had received their Certificates of Achievement for completion of the course. As part of the training, employees also received copies of Dale Carnegie’s ground breaking best sellers, How to Win Friends and Influence People, How to Stop Worrying & Start Living, The Quick and Easy Way to Effective Financial Affairs Staff Get Fit!

Approximately 50 Financial Affairs staff registered for the 2015 UT System Living Well Physical Activity Challenge. The goal was 10,000 steps per day to total 50,000 steps per week for five weeks during this six week challenge. Financial Affairs was able to complete over 10 million steps, with six staff finishing in the top 50 UTSA participants!

Maria Zayas, Accountant II, coordinated the six week challenge, which started with a kick-off event to encourage participation. She also coordinated various fitness activities, which included weekly group walks, workout sessions with UTSA’s Occupational Health and Wellness Manager, Kristee Phelps, and a workout session with Certified Personal Trainer, Nathan Gamez from Move.Fit.Live.

All participants who met the weekly goal were entered into weekly drawings to win various prizes, including UTSA Runners shirts, UTSA nylon bags, and UTSA workout towels.

The event culminated with lunch and a closing ceremony where Dr. Timothy W. Peterson, Chiropractor, spoke about the negative effects stress can have on the body. Staff learned practical ways to manage stress, such as listening to your body. We were challenged to get up from our office chair and move throughout the work day.

All staff who participated in the UT Challenge received a UTSA Financial Affairs water bottle. Those who reached the final goal were entered into a drawing to win a Fitbit, courtesy of Financial Affairs Associate Vice President, Lenora Chapman. Congratulations to the Fitbit winner, JJ Chavez, from Inventory!

Financial Affairs staff are planning to continue their journey toward fitness with organized group activities. A big thank-you goes out to Maria Zayas for coordinating the Challenge, and also to Lenora Chapman for supporting staff fitness!
Turn Around, Don’t Drown

2015 is turning out to be a very wet year, and with all the rain lately, many of our roadways, creeks, rivers, and lakes have experienced record flooding across the San Antonio area. Each year, more deaths occur due to flooding than from any other severe weather related hazard. The main reason is people underestimate the force and power of water. More than half of all flood related deaths and injuries result from vehicles being swept downstream. Of these, many are preventable.

What can you do to avoid getting caught in this situation? Follow these safety rules:

- Monitor the NOAA Weather Radio All Hazards, or your favorite news source for vital weather related information.
- If flooding occurs, get to higher ground. Get out of areas subject to flooding. This includes dips, low spots, canyons, washes, etc.
- Avoid areas already flooded, especially if the water is flowing fast. Do not attempt to cross flowing streams. Turn Around Don’t Drown
- Road beds may be washed out under flood waters. NEVER drive through flooded roadways. Turn Around, Don’t Drown™

- Do not camp or park your vehicle along streams and washes, particularly during threatening conditions.
- Be especially cautious at night when it is harder to recognize flood dangers.

Determine alternate routes to work and home prior to flood occurrence.

For more information on flood safety visit the National Weather Service Flood Safety website at www.weather.gov/floodsafety or the San Antonio Flood Emergency Website at www.safloodsafe.com.

UTShare

The June UTShare Spotlight focuses on salary encumbrances, “Tips” such as how to view summary totals on the MFR, and “How To” information such as how to submit a security access request form. The Spotlight is published monthly to deliver important information and announcements to the campus community regarding the UTShare implementation of PeopleSoft. Click here to follow the Spotlight

Jacqueline Silva

Jacqueline Silva was recently hired as the new Business Continuity & Emergency Management Specialist within the UTSA Office of Emergency Management. Jacqueline is a Certified Emergency Manager (CEM) through the International Association of Emergency Managers (IAEM), holds both a Bachelor and Master’s degrees from DePaul University and UTSA (respectively), and serves in many leadership roles within the South Central Texas emergency management community.

Jacqueline comes to UTSA from Alamo Colleges, where she served as the Emergency Management Coordinator for the ACCD District. Prior to working at Alamo Colleges, she served as the Senior Management Analyst and Emergency Management Specialist for the City of San Antonio – Office of Emergency Management (SAOEM). Throughout her career, she has developed and implemented emergency management plans for both local government and higher education, coordinated emergency response for major events such as wildfires, hurricanes, severe weather, flooding, public health emergencies, etc., developed extensive training and exercise programs/drills, implemented community preparedness and outreach programs, and many other initiatives within the emergency management profession. Jacqueline will serve as the lead emergency management and business continuity planner, as well as assist with educational outreach initiatives, training, and related preparedness programs.

She can be reached at jacqueline.silva@utsa.edu or by phone at (210) 458-6704.

Business Affairs Promise

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