In November, I was happy to volunteer and participate in UTSA’s Homecoming activities. Being a UTSA alumna, this was a special treat. And, I don’t get many opportunities to wear my fancy orange cowboy hat, but while riding in the golf cart parade at BestFest was the perfect occasion. With the recent heavy rains, I hoped the homecoming events and BestFest would not be cancelled. Fortunately, the weather cooperated. One of my favorite things is getting to try the variety of good food and meeting students at their booths. It was a good time and I look forward to next year’s event.

It was also my pleasure to celebrate the coming holiday season with all of you at our annual Business Affairs Holiday Luncheon. I enjoyed visiting with many of you that were able to attend. Our holiday break gives us all a time to visit with family and close friends. I am excited to be traveling over the holidays to meet my new granddaughter for the very first time. Many days will be spent hugging and kissing her and just being able to delight in her ten perfect little fingers and toes.

My hope for all of our business affairs staff this holiday season is that you will have time to reflect on this past year and look forward to an exciting year in 2016.

Wishing you all a safe and happy holiday break,

Kathy
Omar was born and raised in San Antonio, Texas. He attended Brackenridge High School where he received varsity letters in two sports. In football, Omar played the wingback position which is a blend of receiver and running back. In track, he competed in both the 330 meter intermediate hurdles and 110 meter high hurdles. During Omar’s senior year, he had the opportunity to race against Jerod Douglas, a future Baylor Bear football star and San Antonio’s leading football rusher that year. Omar said, “It was not much of a race, Jerod beat everyone that day.”

In 1999, Omar was accepted in a five year Electrical Apprenticeship program through the International Brotherhood of Electrical Workers Union Local #60. The program involved 40 hours a week of on-the-job training and 20 hours a month of classroom training. Omar completed his electrical apprenticeship in 2004 and graduated as a Journeyman Electrician. He then worked for the Union doing commercial electrical work until he was hired as an Electrician I at UTSA in June of 2012. Omar has since advanced and is currently an Electrician II within the Preventive Maintenance Zone. “I am grateful to be working with a bunch of great guys”, Omar says, “and feel very fortunate to be working here at UTSA in a Facilities organization that does a great job and is very committed to the University.”

Omar takes great pride in talking about his two daughters, Angela and Emily. Angela, is a freshman at UT Austin after graduating in the top 3% of her class from Brackenridge High School. Currently a sophomore at Brackenridge, Emily, is in the top 15% of her class and runs cross country and track for the school. As a single parent, Omar spends as much time as he can with his girls. “I try to give them all the love and encouragement that I can”, Omar says. He adds, “I try to be the most positive influence in their lives”.

Some of Omar’s hobbies include; hunting, fishing, cooking, and restoring his 1971 Camaro RS. With family members, Omar is buying property in Rock Springs, Texas, where he will enjoy time hunting. Although the restoration of the Camaro has been on the back burner for a while, he plans to pick it up again in the coming year. Omar is also a member of the Knights of Columbus and volunteers as much as he can along with his girls at their church, Our Lady of Perpetual Help Catholic Church.

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

Omar 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!

National Learning Week

Every year, UTSA Training and Development celebrates National Employee Learning week with the Association for Talent Development. UTSA takes the opportunity to concentrate on the work performed by Subject Matter Experts (SME) during the week. Training & Development professionals provide Train the Trainer, guidance on curriculum design, and a wide array of support and coordination services to insure the SMEs prepare and deliver top notch training for UTSA employees. Last week, Training and Development will be hosted a “Wonders of Learning” Celebration of SMEs with gifts and awards galore! Read the article in UTSA Today about the Mayoral Proclamation and the presentation of the Proclamation to President Romo by Councilman Ron Nirenberg.
Hi Anne,

I hope this day finds you well. I just wanted to express my sincere gratitude and thanks for all that Judy Verdon did this past summer and now last week to provide a great staff development experience for all the staff in Student Disability Services. I know that Judy is very passionate about developing employees and that she spends an incredible amount of time in developing programs for our staff here at UTSA. She not only provided an all-day learning experience for our staff this last summer, but she followed up this fall with our staff (last week) on issues that were very specific to Student Disability Services so that we might provide some of the best services in our field to students with disabilities at UTSA.

Again, thank you guys for all you do and my special “shout out” to a great job well done to Judy!!

All my best,
Dianne P. Hengst, M.A., Psy.D.
Director, Student Disability Services

Hi Samantha (Hernandez),

Thank you for the information and the great job at our orientation. These things can be boring but you have such a great personality.

Beatrice Blomquist
Budget Planning & Development

Dear Jessenia (Skelton),

As you are aware, last week your office re-keyed the 3rd floor of the AET building. I just want to mention how impressed we were with the outstanding work that Teresa Maillard and Tommy Fuentes did. Teresa kept us informed ahead of time which allowed everyone to be prepared, and when she came she was perfectly organized. Tommy changed locks in a way that almost looked like he was performing magic. Both Teresa and Tommy were most accommodating with special requests and changes that had occurred since our department submitted the original list of key requests. I have to say that they have provided an example of premier customer service and everyone in the Department of Physics and Astronomy had nothing but praise for the efficient and professional way in which this dreaded change was conducted.

Keep up the good work!!

Best regards,
Paloma Perry
College of Science, Program Coordinator

Work Control,

Good afternoon! I’d like to send a big THANK YOU to the 3 gentlemen (Matthew Ruiz, Edward Maldonado, Raul Garcia) who came to our offices both yesterday and today to help with our move. They were prompt, timely, and very professional. We sincerely appreciate their assistance and look forward to working with them again.

Best,
Kim Gardner
SBCD Procurement Technical Assistance Center

Thank you all for striving for excellence every day!
Kudos, continued

Thanks to all involved in getting this PO out in time. By meeting today’s due date we save close to $1 million dollars. It is greatly appreciated.

**Patty Burrier**, Procurement Specialist II – Carried out the Procurement

**Yvette Medina**, Purchasing Business Analyst – Worked with Budget on PeopleSoft Budget Issues

Of course, several folks in OIT and Budget played key roles in making this happen including but not limited to:

Lorelei Fogel Hammargren, Dana Rozelle, Dan Byrd. Vanessa Kenon, Becky Sanchez, Paula Villagran

Bryan Wilson
Office of Information Technology

**Robert (Dickens).**

While you are always extremely helpful with our contracts and purchasing efforts, I want to express my particular appreciation for you and your staff’s assistance with both the Pink Event and our Bystander Training agreement last week. I realize the timelines for both of these agreements was highly accelerated and required an unusual amount of focus within a tight time frame.

Thanks!
Kevin Price, Senior Associate VP, Dean of Students

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**Preparedness Online**

Over the past year, the UTSA-PD Office of Emergency Management and HR Training & Development Division teamed up to create a new employee development course: **EP 457 – UTSA Emergency Preparedness ONLINE.** The training course features many interactive modules, including emergency scenarios that test your skills on what to do, information on where to go and how to stay informed, videos with knowledge checks, and much more!

Business Affairs, UTSA Police, and Human Resources are proud to announce that EP 457 – Emergency Preparedness ONLINE was awarded **first place nationally** by the International Association of Emergency Manager’s, IAEM-USA Council. The first place award was in Division 2 (national/state/regional government, non-profit organizations, colleges/universities, professional associations), which recognizes outstanding public awareness and education programs related to emergency management, homeland security, and disaster preparedness.

This accomplishment demonstrates that UTSA has top-tier support services that enhance our top-tier academics! Congratulations to Mr. Lorenzo D. Sanchez, Director of Emergency Management (UTSA Police Department – Office of Emergency Management), and Mrs. Melissa Evans, Senior Instructional Designer (HR Training & Development Division), for their partnership and creativity in co-developing this award-winning training program together!

All faculty and staff are encouraged to take EP 457 – Emergency Preparedness ONLINE (click here to take the course). Remember, preparedness is EVERYONE’s responsibility – Be Rowdy Ready! Questions? Contact the UTSA-PD Office of Emergency Management at (210) 458-6851 or BePrepared@utsa.edu.
Healthy Workplace

On November 4, 2015, Mayor Ivy Taylor presented The University of Texas at San Antonio the 2015 Gold Level Healthy Workplace Recognition.

The San Antonio Business Group on the Health (SABGH), in collaboration with the Mayor’s Fitness Council recognized 36 San Antonio businesses through the 2015 Healthy Workplace Recognition Program. Employers were recognized for their work to improve employees’ health through their worksite wellness initiatives. Companies were awarded a bronze, silver, gold, or platinum-level recognition. To meet these standards, employers must prove senior management support of employer-sponsored wellness programs and provide examples of company culture that encourages health and wellness, health promotion and education, physical activity, nutrition, smoking and tobacco cessation, and employer-sponsored health benefits.

Rowdy New U, UTSA’s Worksite Wellness Program, continues its mission of establishing a work environment that promotes healthy lifestyles to enhance quality of life. The program offers fitness classes, nutrition education, tobacco cessation, health assessments, and much more! To join or learn more about the wellness program, please visit: http://wellness.utsa.edu/.

New Employees

- **Human Resource**
  - Priscilla Fernandez, Training/Development Specialist II

- **University Police**
  - John Castillo, Jr, Police Officer in Training
  - Samuel Kulbeth, ITC Guard

- **Disbursements & Travel**
  - Calesa Franke, DTS Specialist I
  - Megan Perez, DTS Specialist II

- **Budget Office**
  - Beatrice Blomquist, Support Analyst II

- **Accounting Office**
  - Sheila Brell, Accountant II

- **Financial Affairs**
  - Tomichan Johny, Business Intelligence Analyst

Holiday Safety

The holidays are a time of joy and celebration, but tragically every year hundreds of families and businesses suffer property damage or injuries from unintended fires or falls. Environmental Health, Safety and Risk Management ask that you keep the safety of your loved ones, co-workers and yourself in mind this holiday season by following these few safety tips. For more information on UTSA requirements for portable heaters and extension cords to holiday decorations and trees, you can refer to the Fire and Life Safety Plan on our website.
Marketplace

Facilities recently completed a renovation in the Business Building to replace Extreme Pita. The Engineering and Project Management team planned and managed the transformation of this space into a new venue called Marketplace. The newly remodeled space has a fresh appearance with new sliding glass entry doors at the main corridor, laminate flooring, faux stoned wall accents, pendant lighting, wood ceiling clouds, and a bright paint scheme. Several electrical, plumbing, and HVAC modifications were made to accommodate a grill, soda fountain, refrigeration units, and frozen yogurt machine. Facilities hopes that our students, faculty, and staff will enjoy the welcoming atmosphere of the Marketplace.

Controller Promotion

The Controller’s office is pleased to announce the promotion of David Lerma to the position of Director of Payroll Management Services. Since joining UTSA in 2013, he provides solutions for business and management challenges by developing more efficient operational procedures.

David received his bachelor’s degree in 2005 Business Administration and his Masters at the University of Incarnate Word in 2009. With more than 16 years of corporate and higher education background, David brings a wealth of experience in implementing ERP (Enterprise Resource Planning) systems to include SAP GUI at AT&T and Tesoro Corporation, SunGard Banner at the Alamo Colleges and involved with the launch of PeopleSoft at UTSA in May/2014. He has gathered experience in PeopleSoft through his roles during the PeopleSoft implementation and transition. David’s positive attitude is contagious and is a valuable asset to the Controller’s office.

Congratulations David!

UTShare

2015 has been a busy year and will soon come to an end. Moving forward into 2016, campus staff will see improvements to PeopleSoft approval processes with the implementation of workflow for FMS documents. This transition will eliminate the FMS SharePoint – Interim Workflow Solutions Forms (in phases) thus gaining time efficiencies and avoiding duplication by users. This month, the Spotlight continues to bring more “Tips” and “How To” information that can make using PeopleSoft easier. Our goal is to provide UTSA effective tools for operating the campus.

Click here to follow the Spotlight

Space Management

Balancing competing space needs is an on-going challenge for a rapidly growing institution like UTSA. The Office of Space Management (OSM) is responsible for identifying and managing the university’s space requirements and tracks 126 buildings on 5.4 million gross square feet of tri-campus space.

On October 19, 2015, OSM joined the Office of Facilities Planning & Development (P&D) team in an effort to streamline operations. Working with members from across the university community, the combined resources of OSM and P&D will be better able to provide timely and accurate space inventory and utilization information including:

- Surveying of every space at UTSA on an annual basis
- Publishing annual room utilization reports
- Maintaining the space inventory and database
- Coordinating solutions for short-term and long-term space management issues
- Planning future expansion projects

In addition to collecting and analyzing data, the OSM develops policies and procedures to support the university’s space allocation decisions and ensure the university utilizes its facilities to their greatest potential.

Please join Facilities in welcoming OSM to the Business Affairs team.

Worth Remembering

“Life is like riding a bicycle. To keep your balance, you must keep moving.”

~ Albert Einstein
The 37th Annual BestFest was held on Friday, November 6, 2015, as part of the week’s Homecoming festivities. The event continues to grow and this year drew an estimated crowd of over 10,000 people. Alumni and community members are welcome to attend this campus tradition, which now features a carnival, top ten artist performance, the Golf Cart Parade, and continues to offer food booths with everything from fried oreos to hamburgers. The night ends with a bang with a huge fireworks show that most claim is one of the best they have seen.

The homecoming court was introduced during a pep rally which also featured Coach Coker and the Football Team Captains. During this time, people were also getting anxious with the appearance of international recording artist, Estelle. Estelle has recently been on the television show, Empire, and sings the song Conqueror. She also sings the duet American Boy with Kanye West.

With all of the moving parts on this event, the Office of Student Activities would like to thank everyone who helped make it a huge success. There are numerous risks that have to be managed when you have food booths and preparation to the public, carnival rides, a fireworks show, and electrical needs throughout the grounds. Environmental Health and Safety staff members were on hand to mitigate the risks involved. The fireworks in particular fall under the leadership of John DeLaHunt. Once again, this was a great partnership. This year, there were additional carnival rides that added to some of the work. Of course, in the procurement of a carnival and entertainment there are a lot of contracts and purchase orders to be made. Robert Dickens and Julie Gohlke were great partners in helping this happen flawlessly. Once these events are contracted, there has to be payment made and the Disbursements and Travel Services team were excellent in their service and help in the event as well. Nora Compean, Kelly Rock, and the whole DTS staff were helpful. This year there was also a single point of sale on purchases and Gary Lott and Char Mikulec were helpful in this process. The UTSA Police Department were excellent in their service to the event, helping close roads for the Golf Cart Parade, monitoring the grounds and ensuring attendees were safe from the fireworks. Captain Douglas Sonego and the entire Patrol Division were extremely helpful in the success and safety of revelers to BestFest. This was especially important this year as alcohol was available for purchase by the public. The Facilities Team and GCA went above and beyond to ensure the area was set and returned to normal in a short amount of time. John Japhet always ensures this event goes off without a hitch. Business Auxiliary Services was instrumental in the event as they helped take the BK1 Parking Lot off line and also allowed use of the Ximenes Garage for the fireworks and the Golf Cart Decorating Party this year, due to inclement weather. Clay Haverland was a true team player on this event. Events such as BestFest are a true collaboration of many people. We have named some specifically in this article. Our hope is that none were left out.

With divisional leaders such as Kathy Funk-Baxter and Sam Gonzales, the level of collaboration can easily be taken for granted, but it should be said that it takes a lot of work with many people working together. Their leadership in events such as this really brings a sense of community to our students and our university.
PINK PARTY ON CAMPUS DRAWS CROWD OF 15,000 by Barry S. McKinney

On October 28, 2015, the campus was filled with excitement as more than 15,000 students converged on the field adjacent to the BK5 lot. The event was the Victoria’s Secret Pink Concert which featured appearances by Victoria’s Secret models wearing the Pink line of UTSA licensed merchandise, DJ Irie from Miami, and Grammy Award winning recording artist Zedd.

UTSA students won the concert as they beat 98 other schools in a social media campaign and tapping contest. In late September, the students tapped their phones in excess of 342,000,000 times. Everyone got excited for the tapping and Dr. Romo even joined in to tap on his phone.

The event which was brought to UTSA and paid for by Victoria’s Secret Pink still required the combined efforts of several entities at UTSA. Some of those entities included Student Activities, Business Auxiliary Services, Aramark, Business Contracts, Purchasing, Legal Affairs, UTSA Police, Environmental Health and Safety, Facilities and Grounds including GCA, just to name a few. The hard work and dedication of the staff in these units really made the difference in its success!

This was a true partnership between Business Affairs and Student Affairs. Both units worked behind the scenes on a very tight timeline to ensure that the event was a success. The event was labeled a huge success and brought positive comments from many students and prospective students. Top tier events such as this are exciting for our current students and prospective students as well. Barry S. McKinney

Customer Appreciation Month

October Appreciation Month was a resounding success. Business Auxiliary Services (BAS) provided customer appreciation events in all service areas this year: UTSA Dining distributed coupons with great discounts, McIff offered gift bags for winning items in vending machines, The ‘Runner offered riders give-away items and free cold drinks, the UTSA Card Office provided free card replacements to every tenth customer on October 13th, garage cashiers validated a free hour of parking to the first twenty customers on October 15th, and the Rowdy Campus Store celebrated with High Five Fridays, offering students a high five and an entry into a door prize drawing.

With the success of October Appreciation Month, BAS looks forward to future participation in customer service appreciation events. Throughout the year, our staff and partners continue to provide exceptional service each day to Enhance the Campus Experience.

GSA Per Diem Update Rates

Effective October 1, 2015, new FY 2016 GSA rates were updated for October 2015 through September 2016. GSA establishes the per diem rates for the lower 48 continental United States, which are the maximum allowances that federal employees are reimbursed for expenses incurred while on official travel. Please visit the Internal Revenue Service (IRS) website for further information on per diem, privately owned mileage reimbursement rate, rental car policies, the high-low method including tax withholdings for the non-federal sector.

The Defense Department website establishes all per diem rates for Alaska, Hawaii and U.S. possessions, including Puerto Rico. The State Department website establishes all foreign per diem rates.

The continental United States per diem rate for an area is actually three allowances: the lodging allowance, the meals allowance and the incidental expense allowance. Most of the continental United States is covered by the standard continental United States per diem rate of $140 ($89 lodging, $51 meals and incidental expenses).

GSA Website:
Emergency Module App for UTSA

The UTSA Office of Emergency Management recently teamed up with OIT Application/Development Services and University Communications & Marketing to develop a new feature to the UTSA app: Emergency Information.

The emergency information module on the app now lets you direct dial to UTSA Police emergency (458-4911) and non-emergency (458-4242) if you are in need of immediate assistance or require security services, such as a safety escort to your vehicle at night or to report a crime. You can also call the weather/notification hotline, 458-SNOW (7669), directly from the app to check the university status during inclement weather.

Another great feature of the module connects you to the UTSA Campus Alerts website (www.alerts.utsa.edu), which is a clearinghouse for emergency preparedness tips and information regarding campus operations. The module also provides a direct pathway to the online version of the emergency response guide, thereby providing you with university emergency procedures right at your fingertips, wherever and whenever you need them!

The UTSA app is available for both Apple and Android platforms. To download: (a) visit the app store from your phone, (b) click on install, then (c) verify the app downloaded to your home screen. If you already have the UTSA app on your phone, don’t forget to run a quick update from the app store. Once downloaded, take time to familiarize yourself with the features. You can also customize your view of the UTSA app by clicking on settings à layout, which allows you to change the app layout between grid, list, or sidebar. Don’t delay, download the app today!

Questions about the emergency information module? Email the UTSA Office of Emergency Management at BePrepared@utsa.edu or call x6851. Be Rowdy Ready!

RowdyMart

The C-Store has a new name: RowdyMart. Congratulations to student Natalie Ibarra, whose suggestion won the C-Store renaming contest by a landslide. With the new name comes a fresh new look, including a redesigned logo and bold window wraps that embody the UTSA spirit. Stop by soon to check it out!
Halloween 2015

Accounting Services - Rosie the Riveters: Sheila Brell, Cynthia Schweers, Ashley Zaldivar, Min Ren and Kim Doan

PeopleSoft: Dennis Layman, Doug Hartzler, Julio Arroyo, Araceli Pacheco and Darth Vader

Business Auxiliary Services: Sandra Sanchez, Denise Boyett, James Rodriguez, Adrian Vilanova

Budget Bandits: Andrea Chavez, Bea Blomquist, Carissa Lawrence, Tom Heil, Kathryn Pennywell and Mary Simon. (not pictured were Elizabeth Bay nor Tammy Anthony).

Paula Villagran and Linda Martinez

Kathy Funk-Baxter—Biker Chick
Halloween 2015

University Police: Pat Harborth, Teresa Maillard, Liza Barrera, Rebecca Gomez, Kim Nguyen, Tracy Merritt, and Taniesa Williams

Business Auxiliary Services: Janis Rosario, Tammy Yeoman, David Miskey, Denise Boyett, and Dandan Ye

Payroll Spice Girls: Liz Ortiz, Lisa Bartee, Patty Titus, Patricia Sauer and Lori Contreras

Left to right - Back row: Oralia Riojas, Debra Williams, Wanda Burns, Sue Davidson, Megan Perez, Priscilla Marquez, Robin Kling, (kneeling) Derhonda Casanova, left to right (sitting) Kelly Rock, Elisabeth Cuadros, Robyn Rigney, Lily Wang, and Nora Compean

Joseph King
Slips, Trips, and Falls accounted for 43% of all UTSA employees’ reported injuries in FY 14-15. Partially due to wet conditions in October, the percentage of slip, trip, and fall reported injuries doubled (86%).

All of these accidents are preventable!

Here are a few keys to preventing Slips, Trips, and Falls.

Watch where you are going – *We get in a hurry; we use our cell phones; we carry objects that block our view; we don’t remove our sunglasses or let our eyes adjust to varying light conditions.*

Use handrails when climbing or descending stairs – *Failure to do so can lead to serious injuries!* *Walk, don’t run.*

Use caution during wet conditions – *Wipe feet after entering buildings; smooth surfaces + moisture + poor choices in footwear = hazardous conditions; wipe up spills or mark them until they can be wiped-up.*

Report hazards – *Broken pavement or flooring; slip hazards; trip hazards; pathway obstructions.*

You can call Work Control at x4262 or email at workcontrol@utsa.edu.

Wear footwear appropriate to your job and where you walk as part of your job – *Keep weather conditions in mind when choosing footwear. Inappropriate footwear is responsible for 24% of workplace falls.* [National Floor Safety Institute]

Good Housekeeping – *Keep work areas and walkways clear of boxes, bags, papers, cords, etc.; pick up objects that have fallen; straighten wrinkled floor mats and runners; have light bulbs replaced when they burn out.*

Slow down, take your time, and be aware.

BEING SAFE DOESN’T HURT, BUT BEING UNSAFE DOES!

Facilities Survey

The Office of Facilities invites the UTSA community to take a customer satisfaction survey. The survey will run until November 30 and will measure how well Facilities performs in areas such as building maintenance, custodial services, events support, and grounds maintenance.

Facilities will use the survey responses to evaluate our processes and services. Your candid feedback is vital for us to improve our support to the university. This survey should only take 4-5 minutes to complete and all responses are anonymous. To take this survey, please go to https://www.surveymonkey.com/r/N8CJ7MH

For additional information, please contact Scott Reuter, Assistant Director of Facilities Customer Services, at 458-7155.