Last month at the Student Affairs Awards Ceremony, I was asked to present on partnerships and why they are so important. Partnering is a key element of our Business Affairs guiding principles, so I wanted to share these key points and the visuals I used in that presentation. To be successful at partnerships, I believe, we should strive for excellence in these four areas:

1. To be ready to expand our mindset and to be OPEN MINDED.

2. Question our assumptions - as all of you know, change is constant and assumptions used last year or even in the past 6 months may have changed. We should take a moment to make sure our assumptions are reflective of current environments before we act.

3. Be flexible and able to reach for those solutions that would result in accomplishing or delivering the services needed by our customers. For many of the services we do deliver, we have little flexibility to restructure the rules or regulations but consider examining the issue for a possible solution with flexible thoughts and actions.

4. We should be able to and be willing to redefine boundaries and break down silos that have been built up preventing us from being good partners.

We all want to be part of partnerships that ultimately end in favorable outcomes and success stories. Our Kudo section helps us see that we are fostering partnerships and making a difference every day in the jobs we do.

In closing, I want to share a quote from Helen Keller that is very appropriate when thinking about partnerships, “Alone we can do so little, together we can do so much”.

Kathy
Sue Davidson has been working as a Disbursements & Travel Specialist I for the past five years. During her tenure as a Travel Specialist I, Sue was awarded the Controller’s Employee Recognition Program in October 2012 for her strong work ethic, dependability, and being available to assist whenever and however needed.

Originally from Pennsylvania, Sue has traveled throughout most of the eastern seaboard. She initially came to Texas with her family for work in the oil industry almost 40 years ago.

When not traveling, she has a passion for sewing and making quilts. Sue belongs to a quilting bee where she and her fellow quilters work on community projects. She enjoys helping others by creating quilts for family and friends. A co-worker shared with Sue that her deceased husband loved golf – she went to work designing and sewing a quilt with shirts that belonged to him. The quilt keeps her warm and keeps him near her heart.

Sue also loves to volunteer and serves as an Assistant Scoutmaster for the local Boy Scout Troop. At last year’s Veteran’s Day celebration, Sue coordinated and organized a group of Boy Scouts to assist in placing flowers on the soldier’s graves in recognition for their bravery, dedication, and the ultimate sacrifices to this nation.

Thank you, Sue, for your service and commitment to Business Affairs and the university community.

Sue 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!

### Annual Enrollment Benefits Fair

**Annual Enrollment Benefits Fair**

**July 13th 2016**

10:00am - 2:30pm  
Main Campus Business School University Room

10:00am - 1:00pm  
Downtown DB Southwest Rm & ITC Connally Room

The Human Resources Benefits Office is hosting the 2016 Annual Enrollment Benefits Fair. Meet with the insurance and retirement vendors, enjoy refreshments and win door prizes. Register online to attend a presentation at [http://training.utsa.edu/](http://training.utsa.edu/).
**Kudos**

Jose Luis San Miguel, & Denise Murray,

Greetings, I wanted to write and express my gratitude for the time you took to tour most of the COLFA labs, as well as, actively providing me with valuable information for addressing a few of the ongoing space-related needs. I meet with Dean Gelo tomorrow, and should be able to discuss my observations so that he can make informed decisions as we move forward.

I eagerly look forward to continuing to work with both of you, and wish to thank you sincerely for your active support.

With gratitude,

Augustine Osman, Ph.D., ABAP Diplomate & Fellow Clinical Professor of Psychology & Associate Dean, COLFA

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We held our annual Tech Symposium for the college of engineering on April 26th, and I have had such great feedback for the friendliness and helpfulness of the parking staff at the Ximenes Ave garage. This is such an important event for our college – where our graduating seniors present and compete with their year-long designs/inventions – and we bring in over 300 people from industry and the community that day. They made us look great!! And that is invaluable to our school.

Warm regards,

JoAnn

JoAnn Browning, Ph.D., P.E.
Dean of College of Engineering
David and Jennifer Spencer Distinguished Chair

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I want to thank Julie Gohlke, James Sumner, Javier Martinez, Tammy Anthony, Dennis Layman, Rosanne Gorny, Erasmo Garza, and Sheri Hardison for being part of the Administrative Support Toolbox Series – Financial Processing (SD 239) – held on June 16th.

Thank you for taking the time to present, answer questions from our class participants, and sharing resources and tips. Several of you incorporated quiz questions and interactivity into your section of the agenda, with special prizes and candy, which increased engagement and will have a positive impact on the diverse group of 25 administrative staff that attended from all around campus.

Again, thank you for participating in this important training for administrative professionals at UTSA.

Diane L. P. Pina
Training Specialist II

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**UTSA Campus Services Webpage**

In an effort to increase accessibility to commonly requested information, Campus Services recently launched a Department Information webpage. Topics cover all service areas and will be updated throughout the year as information changes or becomes available. We anticipate that this page will be a strong benefit to our customers, especially those who reach out to the office for data.

Keep up with Campus Services’ projects on our projects webpage. We post up-to-date information regarding upcoming and recently completed projects to keep the UTSA campus community informed about what we’re working on and what they can expect to see around campus. Questions about any of our projects? Feel free to give us a call at (210) 458-7275 or send an email to auxiliaryservices@utsa.edu.
Every year UTSA’s Orientation and Family Programs, a division within Student Affairs, honors an office that has worked in great partnership and collaboration with them, and this year’s recipient was Human Resources! At a special graduation event on June 1st, Orientation and Family Programs recognized Human Resources as a “kind and supportive friend” providing training for Orientation Leaders on discrimination prevention and diversity topics, as well as assisting with student employee appointments for the summer session. Orientation and Family Programs congratulated UTSA Human Resources as their 2016 Office of Recognition!

The 5th Annual San Antonio Sports Corporate Cup, presented by Humana, had UTSA with another good showing. The event had eighty-two teams, over 5,000 participants, and countless spectators enjoying 13 events in the midst of some very lucky, good weather at the University of the Incarnate Word. Competition was serious and fierce this year with UTSA fielding a team of 84 competitors covering all 13 categories. A few individual competitors that stood out for UTSA were Kristee Phelps and Keith Kewley scoring 80 points in the Frisbee throw good enough for 4th place, and Andrew Goodenough placing 6th in his age group in the 5K race.

Though UTSA finished near the bottom in the Division 1 teams overall score, much fun was had by all and approximately $160,000 was raised from entry fees and sponsorships to support San Antonio Sports and their kids programs. Also, for participating charities, entrants contributions delivered 1,142,662 pounds of food to the San Antonio Food Bank, 3,981 pints of lifesaving blood to the South Texas Blood & Tissue Center, and 17,338 pairs of socks, 171 bras, 578 t-shirts, 1,653 pairs of underwear to Haven for Hope, as well as $12,625 in rental assistance for individuals, veterans and families currently living on the Haven for Hope campus. Way to go Roadrunners!

Thanks to our generous Business Affairs employees, the Business Affairs Forum food drive was a great success! Donations included both food items and a gracious monetary contribution. Campus Services staff partnered with the San Antonio Food Bank to collect and deliver the donations. All total, Business Affairs donated over 282 pounds of food to benefit the local community. Your contributions help provide meals to families in need throughout San Antonio. Thanks again to all those involved and we look forward to the next forum!
On Friday, May 20th the UTSA Police Department held its annual Employee Appreciation BBQ. There was plenty of good food, fun, games, and a presentation by Sea World. Many employees and family members were present to enjoy the event and great weather!

The Human Resources Department, in connection with a Walgreens promotion, participated in a national campaign to help children in need and have fun. For just $1, HR staff purchased a Red Nose to wear on Thursday, May 26, 2016 with the proceeds going to benefit children and young people in the US and some of the poorest communities in the world through food, medical attention, and educational activities.

For more information on the Red Nose Campaign, please visit http://rednoseday.org.
Facilities is pleased to announce the implementation of an online tutorial designed to assist customers with submitting work requests through the Facilities iService Desk. The iService Desk is an electronic work request system that allows customers to submit and track their service requests online. University employees and students can use the iService Desk to submit requests for all non-emergency services provided by Facilities, such as building maintenance, event services, housekeeping support, moving furniture, room temperature adjustments, and more.

Facilities Business & Customer Services department collaborated with Human Resources Training & Development department to develop the online training. The twenty-minute course was designed to give staff, faculty, and students the basic information needed to successfully submit a Facilities service request form through the iService Desk. Upon completion, customers should be able to identify where the iService Desk is located, recall how to submit a work request, select the proper work request form, and track the status of the work request via the iService Desk.

To access the course, AM0587 – Facilities iService Desk, please visit MyTraining Online at: http://www.training.utsa.edu/online.php.

UTShare

Be sure to check the UTShare/PeopleSoft Spotlight for all the latest news and updates!

For more information, click here.
By now you should have received your Summer 2016 Newsletter & Class Schedule from Training & Development – it’s bright green – you can’t miss it! And don’t miss out on all the great training classes this summer either. There is something for everyone – online classes covering a variety of topics – and in-person classroom sessions covering administrative, computer/web, emergency preparedness, personal development, UTShare/PeopleSoft, research administration, safety, staff development and supervisory topics. Classes run throughout June, July and August at various locations, both at the Main Campus and the Downtown Campus. Pick out some classes you are interested in, coordinate with your supervisor and team, and sign up for class at: www.training.utsa.edu

Call Ext. 4658 for more information or with any questions. We’ll see you in the summer training classes!

A delicious new dining option is rolling your way: Rowdy Curbside. Campus Services and UTSA Dining are gearing up to launch a campus food truck, a project initiated by student feedback. With rotating weekly menus offering a variety of favorite items based on customer feedback, Rowdy Curbside is a fun way to try a new favorite snack or grab a tried-and-true meal. Planned hours of operation are middays and evenings in the heart of campus and residential areas. In addition, the truck will act as a concession stand during select campus athletics events. Stay tuned for updates!

This educational series focuses on diabetes, pre-diabetes, and prevention against diabetes. A registered dietician will provide tools and skills necessary for individuals to implement against this chronic disease. Attendees will learn cooking skills and techniques, nutrition concepts, and set realistic goals. Must attend all 4 sessions.

Register at: www.training.utsa.edu

Must attend all 4 sessions
Business Affairs Forum

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

Click here to view the Forum video.