The cool weather has started to move in, and the holiday lights and wreaths have ascended throughout campus. I smell the call of Starbucks’ peppermint café mocha, a favorite treat of mine this time of year.

Speaking of lights, I enjoyed being a part of the Lighting of the Paseo on December 1 (picture right, and read more on page 7). Business Affairs played a key role in making that event successful. I also had the honor of taking time recently to enjoy the celebration surrounding the opening the Graduate Student Professional Development Center. Staff from Facilities assisted in getting the space ready and furnished. These are just a few of many great examples of our partnering to deliver successful solutions all year long.

This month will bring many celebrations. We can all revel in our first football bowl game invite, heading west to Albuquerque to play the Lobos in the Gildan New Mexico Bowl on December 17. Go ‘Runners! And we just enjoyed the President’s Holiday Breakfasts and our annual Business Affairs Holiday Luncheon, which offered me an opportunity to thank you all for a very successful year.

As we look to the weeks ahead, I hope you don’t fall prey to the traditional holiday stresses. Each year I find myself hustling about to get all of my gift shopping done according to my children’s wish lists or needs. Then I have to pile on the additional rigor of making sure they get shipped out on time and to the correct address.

Many people deal with heavy emotions—anxiety, sadness, depression—during the holidays. Triggers could include memories of holidays passed, loneliness, overspending, overindulging, and overextending ourselves. Read the tips from our EHSRM and Human Resources departments to help you be at your best this season and during the start of 2017.

I hope you enjoy the articles we have this month about our successful solutions and how we’re making progress on launching many more. Perhaps they will serve as a reminder about how much your work matters in helping UTSA achieve its mission. One of the greatest gifts we give every day is helping develop future leaders for our country and our world. As you celebrate this holiday season, remember the important impact you’re having on 29,000 students, their families, and their communities.

Cheers to all for a happy and delightful holiday season!
Financial Affairs

Online W2s
Would you like to receive your W2 form faster? The end of 2016 is getting closer, and Payroll Management Services would like to remind all employees of the option to view or download your 2016 W-2 electronically via our UTShare payroll system in January 2017. The election process takes only a few minutes to complete. Instructions for consenting to receive your 2016 W2 electronically are on the Payroll website at http://www.utsa.edu/payroll/.

Drumroll, please
The new name for the online Purchasing Platform is...The Rowdy Exchange. The name was submitted by Sara Aguilar, Academic Advisor II, Life and Health Science Advising.
Sara was informed via a prize patrol on Dec. 13. She’ll be redeeming her gift cards from UTSA Dining Services and the Campus Store, thanks to colleagues in Campus Services. (They make great stocking stuffers!)
The competition began on November 7 with a call for names. More than 130 candidates were submitted by individuals throughout the university, far exceeding expectations. A crackerjack team from Business Affairs narrowed the submission list to the top 20. Between November 30 and December 7, nearly 400 members of the campus community rated each of the top choices. The race was tight but the winner emerged with the most “Love it” and least “Please, no!” votes. Congratulations, Sara! And thanks to everyone who participated.

Learn more about this exciting new way to buy goods and services. And stay tuned for more news in the months leading up to the launch in May.

Delayed Deposits
Because Monday, January 2 is a bank holiday, UTSA employees cannot be assured that their direct-deposit monthly paychecks will be posted to their accounts until January 3. Please plan accordingly. Learn more

Staff Council Fall Service Project—On Saturday, November 5 at 6 a.m., UTSA Staff Council volunteers assisted with the preparation and serving of breakfast for residents of Haven for Hope as part of a service project with the San Antonio Food Bank. Ruth Carrillo (third from right) represented Business Affairs at this event.

Holiday Door Décor
Financial Affairs is hosting a holiday door decorating contest beginning November 28, with judging from December 15-19. (more on pg 11)

Purchasing hosted a Terrible Thanksgiving Tie/Scarf day. The winner was Michele Genco (center left) who helped judge the team’s Secret Santa Bakeoff, Dec 14.
Facilities

New Aquatics Center

Facilities Engineering & Project Management collaborated with Campus Recreation to demolish the old pool facility and build two new pools at the Recreation Wellness Center. The new Aquatics Center features an 8-lane lap pool and a 60,000-gallon leisure pool. Also included with the project are new sidewalks, landscaping, fire lanes, pool equipment, and a sand volleyball court. Marmon Mok Architecture and Byrne Construction Services, both from San Antonio, designed and built the pool. Aquatics Design Group of Carlsbad, California was the pool consultant.

A grand opening event was held on November 3; President Romo participated.

UC Retama Room Renovations

Facilities Engineering & Project Management worked with Student Affairs to renovate the Retama Room, a large tiered auditorium at the University Center. The goal of the project was to increase seating capacity, enhance the look and feel of the outdated space, and to bring technological advances to the auditorium. The new lighting and color scheme are sure to impress those who visit the Retama Room for entertainment functions, such as movies and musical events, as well as presentations and lectures.

Retama Room pre-renovation

Facilities seeks feedback from UTSA community

The Office of Facilities invites the UTSA community to take a customer satisfaction survey by December 16. It 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 takes 4-5 minutes to complete, and all responses are anonymous. Please go to https://www.surveymonkey.com/r/P22WJRY For additional information, please contact Scott Reuter, Assistant Director of Facilities Customer Services, at 458-7155.

Newly remodeled Retama Room

This renovation supports UTSA’s Strategic Goal 1, moving us toward Tier One status.

Dr. Keith Muhlestein, Director of Sustainability, Joins Business Affairs

The Office of Facilities is pleased to announce the addition of UTSA Sustainability to its team. Effective November 1, 2016, Keith Muhlestein, Ph.D., Director of Sustainability, joined Facilities’ Planning and Development department where he will continue to lead the university’s sustainability program, promote conservation initiatives, and move UTSA toward a more sustainable campus. The UTSA Sustainability Council has completed the campus-wide Sustainability Tracking Assessment and Rating System (STARS) Report and will be presenting the results in January.
UTSA PD Holiday Safety Tips

Holidays are an important time to focus on securing your belongings due to the increase in property crimes. Here are some safety tips from UTSA PD.

- Keep all car doors locked and windows closed while in or out of your car. Set your alarm or use an anti-theft device.
- If you must shop at night, park in a well-lit area.
- Never leave your car unoccupied with the motor running or with children inside.
- Do not leave packages or valuables on the seat of your car. Lock them in the trunk, out of sight.
- When approaching or leaving your vehicle, be aware of your surroundings.
- Have a neighbor or family member watch your house and pick up your newspapers and mail when leaving home for an extended time.
- Never drink and drive. Arrange for a designated driver or get a safe ride. (See page 9)
- Read more tips here.

Occupational Health & Wellness Holiday Tips

Weighty Matters:

Follow these tips to help maintain your weight through the season:

1. Get moving! Every little bit helps.
2. Go out. Coordinate an outdoor family activity.
3. Socialize. Shift focus to conversation instead of food.
4. Stay hydrated. Limit alcohol and drink plenty of water.
5. Plan ahead. Never go to a party hungry. Serve or bring a few healthy alternatives.

Minimize Holiday Stress:

Reach out. Seek out community, religious, or other social events to volunteer your time.

Plan ahead. Set aside specific days for shopping, visiting friends, and other activities.

Stick to a budget. To reduce costs, try giving homemade gifts or start a family gift exchange.

Say no. Others will understand if you can’t participate in every event.

Seek help if needed. The Employee Assistance Program (EAP) is available at no cost to UT Select Members. EAP provides confidential, professional help with stress or problems at home or work. See more on page 9. Read more tips.

Emergency Management Holiday Safety Tips

‘Tis the season! It’s that time of year to spread holiday cheer, and the UTSA Office of Emergency Management would like to share some great tips to keep you in the know when decorating your workspaces and homes with holiday fun.

- Caring for Your Tree
- Maintain Your Holiday Lights
- Do Not Overload Electrical Outlets
- Avoid Using Lit Candles

To read the full tips on being safe this holiday season, click here.

For more information on emergency preparedness, visit the Campus Alerts website at www.alerts.utsa.edu.

With these tips, you and your loved ones can be safe while having a jolly ‘ole time.

Be safe UTSA!
Total Contracts Manager (TCM) Now Available for Campus-Wide Use

TCM is an intuitive, menu-driven, web-based contract management system that provides departments multiple benefits. Users have the ability to electronically submit and monitor their contract requests, access their contracts, and maintain records of their contract requests. TCM was implemented using a pilot group consisting of a cross-section of campus representatives. Members of the group are already applauding it:

“I really like it. This looks great!” . . . “What an exciting and helpful new way for us to handle contracts.”

Because it’s web-based, TCM can be used from any location with internet access. Access to TCM is located on the Business Contracts Office (BCO) website at [http://www.utsa.edu/purchasing/contracts/](http://www.utsa.edu/purchasing/contracts/) under the tab Routing your Contract. The website also contains a detailed User Guide that includes step-by-step instructions and screen shots for multiple TCM functions. For more information or assistance with TCM, email BCO at [businesscontracts@utsa.edu](mailto:businesscontracts@utsa.edu) or contact BCO staff at the web link above.

Spotlight on Improvements from PeopleSoft

PeopleSoft users be sure to read the December Spotlight, which provides an overview of the Financial Workflow for Travel Authorizations, Expense Reports, and Cash Advances. All financial documents are now processed directly in PeopleSoft, so creation and approval occur in one system. Reviews of the system have been positive since its rollout in November. Online and in-person training are available and encouraged. Also learn about the Customer Satisfaction Survey for closed SPOC tickets:  [www.utsa.edu/utshare/spotlight/](http://www.utsa.edu/utshare/spotlight/)

KUDO for PSSC:

Rubina Saya, Director, Fiscal Administration for the College of Business, thanked Denise Hidrogo, PSSC FMS Business Analyst II, who sent Rubina a report on revenues and expenses by funds for the College of Business. The note came with drawstring backpack, water bottle, koozie, and microfiber towel.

Civic Engagement Summit Call for Entries

Want to share your good work with others at UTSA and the community? Can you showcase how your efforts are helping UTSA achieve strategic goal 3?

The 2017 Civic Engagement Summit will be held on February 9, 2017. This year’s theme is Building a Civic Infrastructure for a Changing Democracy, and organizers are seeking workshops and posters. UTSA staff, students, faculty, or community partners can submit proposals that showcase civic scholarship and make community impact. These proposals can be about a project, program and/or research.

For general information about the summit, visit the official page at [bit.ly/CCEsummit](http://bit.ly/CCEsummit), or call 210-458-2658.

- Save the Date (registration open now)
- Call for Workshops (due Dec. 21, 2016)
- Call for Posters (due Jan. 13, 2017)

University Excellence Awards Program Applauds UTSA’s Best

Do you want to recognize and honor an employee who works hard and makes success happen at UTSA? Please nominate your colleagues for the University Excellence Awards. The nomination period began Nov. 14 and runs through Feb. 28.

- The Rising Star Award
- The Leadership Award
- The Team Spirit Award
- The Extra Mile Award
- The Order of the Roadrunner Award
- Richard S. Howe Excellence in Service to Undergraduate Students Award
- President’s Distinguished Diversity Award

Learn more at [www.utsa.edu/excellence-awards](http://www.utsa.edu/excellence-awards)
Toys for Tickets

Campus Services kicked off the holiday season with a festive donation drive: Toys for Tickets, the latest version of the annual Citation Donation Days initiative. During Toys for Tickets, which ran from November 28 through December 2, customers were invited to donate a new, non-violent toy with a minimum value of $5. In exchange, the customer received 50% off any one outstanding UTSA parking citation. At the end of the campaign, Campus Services collected 140 toys, saving customers over $3500 in citation fees. All toys were donated to San Antonio’s Elf Louise Christmas Project. Thanks to everyone who participated, and happy holidays!

The ‘Runner GPS App Tracks Arrival Times

It's here! The official mobile GPS app for The ‘Runner is available to download now in the Apple App Store or Google Play. The ‘Runner app allows students to track their shuttle location in real-time, view schedules and arrival times, and receive up-to-date information regarding The ‘Runner.

With the mobile app, students always know where their bus is and when it will arrive, making it easy to plan the commute to and from class. The initiative to launch a GPS app for The ‘Runner owes much to the Student Government Association, particularly member Adrian Guajardo who acted as an advocate for UTSA students and participated on the app selection committee.

Check out The ‘Runner app online at therunner.utsa.edu.

Sigma Pi ACE Project Recognizes The ‘Runner Drivers

The UTSA Sigma Pi Fraternity generously hosted a delicious lunch for The ‘Runner shuttle drivers as part of their ACE (Altruistic Campus Experience) Project.

Each year, these young men find a way to give back to the university to say thank you for everything UTSA does for its students. The drivers were very appreciative when the fraternity chose to highlight their hard work, presenting them with an impressive picnic of breakfast tacos, fresh fruit, cookies, and muffins. Campus Services extends a grateful thank you to Sigma Pi for providing a fantastic afternoon treat.

Mannequin Challenge Comes to Life in Business Affairs

Campus Services and UTSA Dining jumped on board the mannequin challenge trend sweeping the internet. Check out the Campus Services challenge on board The ‘Runner and the UTSA Dining challenge in the Roadrunner Café.
Business Affairs’ Holiday Celebrations

Light the Paseo

The second annual “Light the Paseo” took place December 1 at UTSA’s main campus, marking the beginning of the holiday season. The university turned on the holiday lights that decorate the UC Paseo and, for the very first time, the HUC Tower Lights as well. The evening included a variety of student performances, food, fireworks, music, and activities. The lighting ceremony featured VP of Student Affairs Sam Gonzales, SGA President Andrew Hubbard, Mr. and Ms. UTSA, and Rowdy. Business Affairs played a vital role in the event’s success. Police handled the security…with a short break to pose in the photo booth. Safety inspected the fireworks and roof access and lighting as well as securing the approval of Risk Management. Facilities trimmed the trees and helped the UC get the lights up. “Nothing happens without VPBA!” exclaimed Lani Cabico, senior environmental planner.

The unveiling of the “tower” lights was a highlight of the evening’s events. Facilities’ Matt May, E&G zone supervisor, was the lead on getting the tower lit, a project that began more than a year ago. Facilities’ Operations and Maintenance staff facilitated the tower lighting project from design through installation for client Herb Ganey, director of the UC, and collaborated with UC staff to make sure it all worked effectively.

VPBA Luncheon, Candy Cane Lane, December 14

See more on Page 11
Financial Services Helps Aspiring Air Force Officer Advance His Schooling

Kha’Darryl Johnson was born in Newport News, Virginia. During high school, Kha’Darryl joined the Air Force Junior ROTC. Not knowing much about this branch of the military, he enjoyed learning how the Air Force works to defend the United States. “I have always felt inspired to do something for, and give back to, my country in some way,” said Kha’Darryl. The leadership opportunities he had throughout high school inspired him to pursue a career as an Air Force officer.

Kha’Darryl chose UTSA after noticing that the university’s AFROTC Detachment 842 was one of the top-ranked programs in the country. Although moving away from home to a completely new city would be a dramatic change for Kha’Darryl, he knew it was the right thing to do, and it would give him many new opportunities.

Kha’Darryl walked into the Financial Services office at UTSA’s Main Building in the late afternoon of August 19, 2016, a few days before classes started. He was with his mother Lutonya Maynard and his Aunt Shamase, all in more than a bit of a quandary. Lutonya believed her son would have difficulty finding a quality living place because they could not afford all the expenses that came along with attending the university. Financial Services Associate Kaye Steinhour, along with Director of Financial Services and University Bursar Gary Lott, offered to contact Financial Aid to see if there was any award that could be offered to Kha’Darryl.

Kha’Darryl had one big problem: his residency status. While he had already earned a full financial aid award, that was not enough to pay his out-of-state tuition and fees, let alone the rent he was expected to pay for housing that same day. Gary, along with Erika Cox from the One Stop Enrollment, found that Kha’Darryl was eligible for enough one-time money to pay the remainder of his tuition and fees along with the first month of his rent.

Now, a few months later, Kha’Darryl has shown excellent academic achievement and campus-service accomplishments. He gives credit for all of his successes to his mother, Lutonya. After graduating, Kha’Darryl wants to earn a commission to the U.S. Air Force as a second lieutenant. He wants to serve his country in any capacity possible and plans to gain and develop skills that will allow him to continue to serve this country once his time in the Air Force is over.

Security Services Handles Wide Ranging Safety Issues

San Antonio native Jessenia Skelton always knew she wanted to keep others safe. Since she was little, Jessenia dreamed of a career in law enforcement.

After graduating from The University of Texas System Police Academy at Austin in 2004, Jessenia served as a UTSA police officer for two years. She then transferred to the Criminal Investigations Section where she worked for four years. When the position of UTSA Director of Security Services opened in 2011, Jessenia pursued the opportunity. Now in that role for more than five years, Jessenia manages ten employees and a wide array of functions. Jessenia and the Security Services team strive to keep the UTSA campuses safer for everyone.

A natural collaborator, Jessenia has a role in every new project on campus and works closely with the project management team in security design to ensure better safety. From implementing security positioning in construction designs, to lighting the outside of buildings, to creating security barriers, she and her team are working to ensure the protection of the campus community. Among their primary focuses are management of access control, protecting the integrity of research labs, and monitoring access to restricted areas around the university. Security Services is involved in exciting projects like the next-generation classrooms. Security measures are being integrated into their development from the start.

Housing areas, parking lots, and busy walkways are key locations for Security Services’ 133 blue emergency phones. UTSA has greater security camera coverage than other schools; the team monitors more than 1,000 cameras tucked away throughout the campuses.

Jessenia enjoys making a difference in the level of security provided for the university. She said she is “blessed” to be given this opportunity because it is a great job that allows her to spend time with her two beautiful daughters. Although balancing her many responsibilities can get difficult at times, she believes the best way to tackle daunting issues is to find ways to work smarter and more efficiently by streamlining processes, setting goals and fostering teamwork.
UTSA puts FLSA conversions on hold following judge’s injunction

A federal judge in Texas has granted a preliminary injunction against implementation of the revised Fair Labor Standards Act (FLSA) salary threshold increase, which was scheduled to go into effect on December 1, 2016.

Based on this injunction, UTSA is putting on hold the planned employee conversions from exempt to nonexempt status. Planned UTSA employee conversions to nonexempt status were based solely on the increase to the FLSA salary threshold.

Avoiding The Holiday Blues

The holiday season is a time full of joy, cheer, parties, and family gatherings. However, for many people, it is a time of self-evaluation, loneliness, reflection on past failures, and anxiety about an uncertain future. According to many studies, numerous people try to cope with emotions resurfacing during the holiday season and this leads to depression. These emotions are often caused by failure to meet high expectations, loneliness, anxiety from too many commitments and finances, and memories of loved ones who passed on. As a service to university employees and their dependents, the Employee Assistance Program (EAP) is available to offer guidance on how to combat the “Holiday Blues” and focus on what is truly important this season.

For an appointment and confidential consultation, please contact the Deer Oaks EAP Services at 1-866-327-2400 or 210-615-8880.

For additional information, visit the HR website at http://www.utsa.edu/hr/EmployeeRelations/eapinfo.html

Human Resources

Welcome to UTSA/BA

Campus Services
Lee Myers
Campus Services Operations Mgr

Jorge Poo Juarez
Parking Services Assistant II

Facilities
Ben Perry
Director, Facilities Planning/University Architect

Robert Goins
Utilities Station Operator II

Utilities Station Operator II
Daniel Hinojosa

Physical Plant Serv Worker I
Alan Valdez

Stores Supervisor
John Yarbrough

University Police
Arieh Diaz de Leon
Guard

Disbursements & Travel
Michael Guerrero
Disbursements/Travel Specialist I

KUDO:

To the AMAZING HR Training Staff:

I wanted to thank each of you for taking the time to do what you did today. It was great to see the trainers being supported and appreciated.

You guys do such a great job in HR Training, and I can’t begin to think of how much more difficult things would be without the tremendous support and expertise each of you bring every day. You all play a vital role here at UTSA.

Thanks again. We at the PD truly appreciate your support and what you do!

SGT Shawn Smith
UTSA Police Department

CELEBRATING???

If you find yourself in need of a ride this holiday season, you can call a cab, Uber, or Lyft. And once each year you can send the bill to EAP for reimbursement up to $45. For more info, contact Deer Oaks at (866) 327-2400; deeroakseap.com

HR held its annual Thanksgiving celebration on November 17. See event photos.
Business Affairs Supports GIS Day

On November 15, the UTSA Department of Political Science and Geography celebrated Geographic Information System (GIS) Day with a top-tier event for future leaders. GIS Day is an annual event held by the National Geographic Society, the Association of American Geographers, and Environmental Systems Research Institute. The event is organized to inform and demonstrate real-world applications that are making a difference today. More than 450 middle and high school students attended this event at UTSA’s HEB UC. The event consisted of over 20 professional interactive exhibitions from disciplines such as Architecture, Geology, Remote Sensing, Engineering and Urban and Regional Planning. One of the three classes covered Zombie Apocalypse planning, showing students how to use GIS to map out zombie avoidance in their community.

UTSA Facilities co-sponsored the event, supplying a tent for the outdoor events. UTSA Police participated by providing the police car, and officer Eric Weber gave attendees information about how the police uses mapping. Campus Services arranged for the busses to queue in BK5 lot and provided plenty of food venues for the GISers.

KUDO: Jose Salazar—EHSRM

Jose Salazar went above and beyond his duties of servicing the trash and recycling containers at the Bus Station on Lot BK2. He not only serviced the containers but picked up flown in debris around their outdoor break table and wiped down the table.

His personal and amicable attitude was very much appreciated along with his friendly smile.

Susan Wilson
Campus Services

KUDO: Security Services

If you don’t hear this often, I would like to thank you for all you do for the UTSA community.

Security/Access services have always served me well in any area I’ve worked at UTSA

Thanks,
Nakia Scott, Ph.D
Administrative Services Officer III, Institute for P-20 Initiatives

Attention Shoppers: Still searching to find the perfect gift?

Head over to Rowdy Campus Store, walk up to the counter and buy a gift card, good for a wide range of UTSA items.

Does your Secret Santa choice like eating? Buy a UTSA Dining gift card! Contact Chesalin Dixon at ext. 7682.

Baby Baby!

Public Safety’s Taniesa Williams gave birth to Jackson Hunter Williams on September 8 at 8:48am. He was 5lbs 8 oz, 18 inches.

Parking Research—Last month, a group of six students conducted a research project for their Social Enterprise 4623 course with Dr. Lisa Montoya. They were tasked with finding a problem within the campus community and to develop possible solutions using human-centered designs. The students chose parking at UTSA and reached out to the community they believed it affected most—students—to determine the problem’s magnitude and what factors contribute to it.

EHSRM, Police Department, and Campus Services supported the project by providing surveillance footage from the parking lots. The class recommended installing cameras at different parking lots, instituting a static or updating table, and using a real-time GPS map.

Thank you all for your swift response and commitment to helping UTSA students with their project!

Lisa Montoya, PhD
Associate Dean, UTSA College of Business
Thanks to ReDesigns for the VPBA Holiday Luncheon decorations