As I look back at January, it was a good start for the new year. Many of the items on my news year’s resolution list are well on their way. With your help, we are making excellent progress on many, and several are almost completed or transitioning into final stages. An important aim of our efforts to achieve Tier One status include greater focus on sustainability, a term with many meanings, and most of them connected to Business Affairs. This month there are several sustainability projects I encourage our campus to get involved with, including Recyclemania and the Basura Bash.

Recyclemania, an eight-week recycling competition, started February 5 and runs through April 1. Everyone is encouraged to kick it up a notch and deposit more recyclables into our recycle bins versus trash receptacles. The recycling bins are typically blue or green and feature the recycling symbol. During the contest period, our collection of recycled waste is weighed and compared to the prior year’s collections and to the amounts that other schools collect. We want to be competitive with peers at other campuses in our tonnage of recycled materials and to make an environmental impact to reduce waste in our landfills. And of course we want to remain diligent in our recycling habits year-round.

The Basura Bash, on February 18, is a community effort to remove trash and to clear the local waterways. This annual project helps make sure water runs easily to storm drains and water sheds. It’s held this time of year, before the spring rains, to prevent flooding. This event reminds me of the beach clean-ups we helped with in my previous home of Corpus Christi. We even had a very resourceful artist in the area who created the most elaborate and interesting pieces of art from the trash picked up along the beach. It was truly amazing to see these similarly colored items, which shared a history of being left behind on the beach, and were then glued together to make art pieces.

Speaking of being left behind, don’t be left on the sidelines this year. Lace up your athletic shoes and join the Diploma Dash on Saturday, February 25. You’ll have fun and be helping to raise money for the UTSA Alumni Scholarship Fund. I participated last year, and it was terrific to see all the supporters of the university out running and walking, many with children in strollers and pets as well. The campus looked great thanks to our Facilities crews, and the mountain laurels were just beginning to start to bloom with their fragrant lilac scents.

This newsletter has many great articles with information to share and activities to participate in. We hope you will follow us on Twitter and Facebook (UTSAvpba) to keep pace with and engaged in our division. You can help spread the news and raise awareness about Business Affairs.

In closing I want to thank our new group of Business Affairs Staff Relations Council members, as they are off to a great start on their journey of making Business Affairs and our university a better place. They got me energized at our meeting this January. Thanks to them and thanks to you for all you do in living Business Affairs’ Guiding Principles every day.

As a Valentine’s Day salute, we can show our affection for the environment by recycling, reusing, reducing, and picking up trash.
Janis Rosario was born in Colorado Springs, Colorado and has two brothers still living there. After bumbling around for a few years, her high school sweetheart Miguel Rosario, a military brat, returned to town for training and swept her off to Odenton, Md. They were married in the small chapel at the University of Maryland, College Park, where her husband graduated in 1990 and where she started taking accounting classes. She got very busy with three children, a son and two daughters. Between her most important jobs of wife and mother, she worked for the Department of the Navy, the Department of Health and Human Services, and the U.S. Capitol Police, doing accounting and budget work and still trying to pursue her degree.

In 2010, she finally made it to Texas when her husband was transferred to Ft. Sam Houston. She decided to finally finish her degree and transferred into The University of Texas at San Antonio, graduating with a BBA in Accounting in May 2015. She started with Campus Services in July of 2013 and is currently an Accounting Technician. She enjoys volunteering with Campus Services’ Ambassadors group and the many activities her daughters were involved in while in high school. She and Miguel are also members of the San Antonio Mustang Club, doing local cruises and volunteering for their annual charity car show. Her hobbies include cats, reading, needlepoint/sewing, sketching, and soon woodworking.

Her personal motto is NEVER stop learning!

Janis will receive a Roadrunner meal card for the Roadrunner Café. Thanks to UTSA Dining for its support!

What’s Happening With Leadership UTSA

Over the past few months, LUTSA participants have explored a variety of leadership topics including Conflict Leadership, Manager vs. Leader, and Strategic Planning & Decision Making. Each topic and workshop provides valuable tools and resources to expand and strengthen participants’ leadership skills.

Last month Dr. Romo provided a presentation on Blueprint UTSA. The leadership team followed this with group exercises and discussions pertaining to how our respective departments contribute to the objectives and goals of Blueprint UTSA. We also participated in an exercise at the Campus Rec Demo Kitchen, which provided a unique and fun way to explore leadership and team building.

Denise R. Moore, CCP
HR/Compensation Manager

Take the “Eliminate Tobacco on Campus” Survey

Eliminate Tobacco Use on Campus is a UT System Initiative to organize all 14 institutions to “eliminate tobacco use and prevent future generations from becoming tobacco dependent while drastically reducing disease and health care cost.” Read HOP 9.36, Tobacco Free and Smoke Free Campus.

Tobacco use is a major public health problem in Texas and across the nation. In Texas an estimated 18% (3.1 million) adults smoke, and 14% (213,000) of high school students smoke. These numbers do not include smokeless tobacco, electronic cigarettes, and vaping devices. We would like to hear from you about UTSA’s current policies, enforcement, prevention, and cessation of such products on campus. So please take time to complete this survey.

Your feedback is valuable to help us forge our efforts to make UTSA eliminate tobacco use on campus. Thank you.

Take the ETU Impact Survey

This month’s PeopleSoft Spotlight features two main questions:

Where can I approve documents submitted into Workflow? I did not receive an email notification.

What can I do when I can’t log into PeopleSoft due to spinning wheel or cannot approve documents in PeopleSoft?

Learn more at: www.utsa.edu/excellence-awards

Submit Nominations by February 28

Recognize a colleague who lives up to Business Affairs’ Guiding Principles and makes success happen at UTSA. Nominations for the University Excellence Awards run through Feb. 28.

Learn more at: www.utsa.edu/excellence-awards
I'm Driving in my Car

Our friends at the IRS updated the standard mileage rate for 2017. Beginning January 1, use .535 when calculating the deductible costs of operating a vehicle for UTSA. Learn more.

Advanced Blueprint UTSA Strategic Goal 4

To develop a new budget allocation model that is transparent and data driven, President Romo authorized the formation of the Strategic Budget and Fiscal Sustainability Task Force. The cross-functional team is chaired by AVP for Financial Affairs Lenora Chapman. VPBA Kathy Funk-Baxter is an executive champion.

The task force has set up its website—www.utsa.edu/budgettaskforce—and email (budgettaskforce@utsa.edu), which is accepting suggestions and questions about the process.

Learn more about this important initiative, helping UTSA achieve the strategic goals in Blueprint UTSA.

Cost Saving Copying

Nine multi-functional machine (copier, printer, fax, and scanner) vendors now serve UTSA. Such multiplicity hinders our ability to negotiate better prices and service for UTSA. The array of vendors results in a lack of machine consistency, price variations, connectivity issues, invoice and timely payment problems, with terms and conditions typically set to benefit the vendor.

To choose the best, the Purchasing Department conducted a detailed study of all nine suppliers plus three HUB suppliers. Suppliers were numerically scored on contract transparency, maintenance calls, reputation, inventory, and price. This research resulted in selecting DOCUmation and Ricoh as the two preferred vendors going forward. To help with campus consistency, both offer three basic models, to which needed accessories can be added. All offer two-sided copying to save paper.

Most campus copiers today are DOCUmation and Ricoh, so the majority of departments may not change vendors. Reducing costs and improving customer service can only happen when we consolidate and standardize. The Purchasing Dept. encourages everyone to support this cost reduction effort, which benefits the departments and the entire university. Please contact your Purchasing Buyer or purchasing@utsa.edu for more information.

A Surplus of Excellence

The Surplus Department reports that 495 surplus items were redistributed throughout the campus during the first quarter of FY17; this compares to 69 items during the first quarter of FY16. This change is due in large part to the involvement of the campus community in the Surplus Property Department’s Reduce Reuse Recycle initiative, which has now been in place for one year. In addition to increasing the volume of redistributions across campus, the Surplus Property Team has achieved a seven-day turnaround time for pick-up requests.

Surplus Department Saves UTSA Money and Recycles Resources

The HR Training & Development department recently learned that there were iPad minis available through the Surplus Department. We took this chance to acquire 10 of them for use in the training classroom, which saved us a substantial amount of money compared to having to purchase them from an outside source. Our trainings are focused on interactivity, and we are always looking for ways to incorporate online and mobile learning into the classroom setting. Several of our classes ask participants to look up information online, fill in the blanks, answer quiz questions, etc.

With the 10 iPad minis, we’ll be able to conduct these online "scavenger hunts" in teams, using two iPads per table. Many times presenters refer to online links or webpages, and participants will be able to follow along using the iPad minis. There are also some gaming software programs, such as Kahoot!, which allow participants to form teams. They can answer questions for learning or review or compete against the other teams in the room...all in an interesting and fun environment. The iPad minis will be a great resource for these kinds of training games and interactivity.

Thank you to the Surplus Department!

Diane Pina
HR Training and Development Specialist II
Kudos from Grad School for Grad Orientation

Kudos to the Campus Services customer service team

During graduate orientation, Campus Services opened on Saturday morning to provide UTSA Cards to incoming graduate students as part of their pre-orientation activities. Following the January 7 event, The Graduate School reached out to let Campus Services know that they were the only pre-orientation activity to receive only “satisfied” and “extremely satisfied” ratings from students on follow-up surveys. The exceptional customer service provided by Danielle Williams, Nathan Williams, and Desire Walker enhanced the campus experience for these students on a day that is often the graduate students’ first time on campus.

Purchasing introduces the brand new Rowdy Exchange logo, another milestone in the rollout of UTSA’s e-Procurement system, due to begin in May 2017. Kudos to VPBA Communications and University Communications & Marketing for their help in this process. More updates to follow.

Kudos for The ‘Runner GPS App

I began working for the Office of the Vice President for Business Affairs a few weeks before the GPS app was released. I remember our VP, Kathryn Funk-Baxter, talking about it in the office, and I wasn’t sure how the app was going to work. I began seeing screens next to the drivers in the shuttles and couldn’t be more excited.

I live off campus, and having an app like this is very convenient. I use the GPS app every single day. The timing is accurate, and it gives me a great idea as to how many minutes I have to get ready in the mornings before I head off to school. The app is also easy to use. Its GPS locator will find the nearest shuttle stop, whether it be at the university or an off-campus student-living complex. A red circle icon indicates where the shuttle is, so I can track its progress. Every time I mention the app to my friends and classmates, they are excited to hear about it and immediately download it. The app has helped me manage my time and stay safe and warm, leaving my apartment or school building moments before the shuttle arrives. Thank you for this great service!

Sofia Real, Senior, Communications Major
Communications Work Study, VPBA

Kudos for The ‘Runner GPS App

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Sofia Real, Senior, Communications Major
Communications Work Study, VPBA

HR Kudos

I just want to share with you how wonderful the HR team has been in providing support when requested. I absolutely love the customer service provided by Cheryl Huguley, Denise Moore, Lisset Zuniga, and so many more. Their depth of knowledge is exceptional. They are all excellent communicators and best of all, they have answers to questions. After talking with Cheryl and Denise earlier today, I didn’t want this day to end without sending forth a note to say how appreciative I am of their assistance, and others in HR who I have the privilege of working with on a daily basis.

Wanda Guntz
Senior Academic Administrative Manager, Department of Biology
2017 IPI Parking Matters Marketing & Communications Award goes to UTSA

Congratulations to Campus Services, winners of the International Parking Institute (IPI) 2017 Parking Matters® Marketing and Communications Award, for the Peanut Butter Parking Campaign. The IPI Parking Matters® awards will be presented in May at the IPI Conference & Expo in New Orleans, with winning entries showcased on the IPI website beginning mid-July. This recognition brings further attention to the great efforts of the Campus Services team, highlighting our successful initiatives to continue enhancing the campus experience.

Permit Design Contest Coming

It’s that time of year: Campus Services’ #UDesign2017 parking permit design contest launches February 13. During this contest, Campus Services invites students to submit design ideas for the 2017-2018 parking permits.

The first place winner receives a 2017-2018 garage parking permit of their choice! The second place winner gets a $100 FastPass, and the third place winner gets a bag filled with Campus Services swag. The deadline to submit is March 10. Winners will be announced by the end of March. More information is coming soon—keep an eye on utsa.edu/parking.

Campus Services’ Environmental Impact

Did you know that Campus Services positively impacts UTSA’s carbon footprint and air quality through student use of The ‘Runner?

Follett Discover—The Rowdy Campus Store is excited to announce Follett Discover, a comprehensive set of tools enabling hassle-free access to course materials for instructors and students. Students are better prepared for class with easy access to purchase course materials quickly and effectively, while instructors can research, discover, and adopt materials with ease. For more information, click here.

Electronic books save energy, money, and millions of trees

Campus Services’ blog is now online. The department aims to post at least monthly during the school year. Check out the first three articles, and share them with your social media contacts.
Be Ready for Emergencies

The UTSA Office of Emergency Management is offering several classes on emergency preparedness and personal security. You can learn how to take care of yourself, your family, and others in times of crisis.

Bookmark and save the UTSA Emergency Response Guide, designed by the UTSA PD and other departments for quick reference during emergencies. Every employee should become familiar with its contents, and new employees should be trained to follow these procedures and the building evacuation plan for his/her respective area. More info is available here.

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<td>Community Response to Active Shooter Events – Call x 6250</td>
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<td>EP 485</td>
<td>Floor Captain Safety Liaison Training</td>
<td>Thurs. Feb 9</td>
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<td>Floor Captain Safety Liaison Training</td>
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<td>EP 497</td>
<td>NWS Skywarn StormSpotter Training – Basic/Advanced Hybrid</td>
<td>Wed. Mar 8</td>
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<td>Evacuation, Shelter-in-Place Procedures &amp; Evac-Chair Training</td>
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<td>Evacuation, Shelter-in-Place Procedures &amp; Evac-Chair Training</td>
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<td>EP 500</td>
<td>Campus Carry: What You Need to Know</td>
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<td>Campus Carry: What You Need to Know (Also offered online)</td>
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<td>EP 500</td>
<td>Campus Carry: What You Need to Know (Also offered online)</td>
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Click here to complete your Family Emergency Plan!

UTSA PD: Report Incidents or Suspicious Activity

UTSA PD promotes the “if you see something, say something” policy. It’s up to all of us to get involved when witnessing suspicious behavior or criminal activity by calling 210.458.4911 immediately. You’ll be helping to protect UTSA students, staff and property.

Download the UTSA App on your smartphone, be aware of your surroundings, and avoid walking alone (especially at night). Call for a uniformed police safety escort—24/7—at 210.458.4242. Learn more.

New Approaches to Community Policing

UTSA’s Public Safety Advisory Council had its initial meeting on October 31, 2016 and a second quarterly meeting was held on January 31, 2017. During the meetings, Police Chief Gerald Lewis discussed current topics of focus for the Public Safety Department. Hosted by the Chief, the meetings are meant to be an exchange of information to and from community members.

Topics such as pedestrian safety, community outreach and police engagement have been discussed. For the next meeting, members were tasked with bringing back information on ways to improve pedestrian safety.

Along with representatives of the Student Government Association, Chief Lewis wants to expand the council to include organizations such as Black Lives Matter, NAACP, Muslim Student Association, Spectrum, and others.

Kudos for the Public Safety Advisory Council:

We all play a part in ensuring that our campuses are safe environments where our students can learn and pursue their goals. Having a Public Safety Advisory Council underscores the importance of that strong collaboration between UTSA PD and other university offices. I’m grateful to serve on the council to hear directly from Chief Lewis about his initiatives and how we can support them, and also to know that our concerns about campus safety are being heard.

- Rebecca Luther, Director, Communications, Academic Affairs

Being on the Public Safety Advisory Council is a wonderful opportunity to serve the UTSA community in a new way. As the Downtown Campus representative, I’m able to bring the perspective as a downtown student. UTSA PD Chief Lewis is a wonderful leader who listens to and is open to any and all ideas. I am honored to be able to serve the UTSA community in this way.

-James Rivera, UTSA SGA Director, Downtown Campus
Facilities

Introducing the Facilities Construction Team

Among the Facilities department’s groundbreaking advances in the past year is the establishment of its newest team, the Facilities Construction Team (FCT).

A seven-person renovation and repair team, under the leadership of the Operations and Maintenance department, FCT aims to provide university departments fast, inexpensive, and flexible options when requesting project services. A complement to the Engineering and Project Management department that manages larger institutional and capital projects, the FCT now oversees smaller projects including renovations, upgrades, and installations between $5,000 and $150,000, and generally less than $50,000.

A Facilities panel will recommend FCT projects to the Associate Vice President for Facilities Dave Riker for approval, based on the scope of work and the ability of the team to accomplish the project in a reasonable amount of time to meet customer needs. The FCT will focus on projects that will help advance UTSA toward Tier One status.

The FCT recently completed its first project at the Durango Building, renovating space for the Office of Extended Education and Downtown Special Events. The project included the demolition of interior walls, elimination of an entry door, modifications to office space, the installation of new carpeting and lighting, and a fresh coat of paint throughout. This project is one example of the type of work that the FCT will manage. The new Facilities Construction Team is sure to be a tremendous asset for Facilities and UTSA as it provides an additional option for the university community to have facility work completed. For additional information regarding the FCT, please contact the Facilities Service Center at 210-458-4262.

Kudo: This kudo recognizes the partnership among several areas within Business Affairs, including EHSRM, UTSA PD, Facilities and Campus Services.

Capt. Sonego,

As always, the dependable support of UTSA PD with setting up barricades for this event and parking lot closure is much appreciated.

Due to the extra length of the 18-wheeler delivering the new boiler this past Saturday, additional unexpected support from PD was required. Officer Kulbeth stepped in and assisted.

From escorting the tractor trailer to the site, blocking off traffic on Cook Drive for over an hour for maneuvering, and helping personnel and visitors (including a Round Rock school bus) navigate the closed-off area, Officer Kulbeth’s approach and help were invaluable.

Support from other areas such as Campus Services and EHSRM (Keith was present and assisted too) is also appreciated, and I am extra thankful for PD’s additional support with this unexpected issue.

Rene’ Colunga
Office of Facilities

Did you know that energy conservation is a key consideration in new-building construction at UTSA?

Kudos to Adam Plocica

I just wanted to pass on my appreciation for the excellence displayed by Adam Plocica. I have had three different recurring issues in my office. For some time I’ve had occasional temperature extremes and a loud noise that would cycle on and off. This week, I’ve also had a burning smell on two occasions. Adam came to my office this morning to follow up on an after-hours request made a couple of days ago regarding the burning smell and diagnosed in about 20 seconds the issue causing all three problems—a motor that was not turning correctly. Having someone with his knowledge and skill is a tremendous asset for the university.

Kevin Price
Senior Associate Vice President
Dean of Students, Student Life Office

We Create positive change
Facilities Kudo

Hello Kathryn [Pearson],

We completed the Welch Chair Substantial Completion walk-through yesterday and communicated our punch list items to Chesney Morales. I wanted to take a minute to express my appreciation to the project team (Alex and Tyler) on a well delivered project. The handling of inspections, field issues and follow-ups were well done and I believe the joint effort between EPM and O&M provided for excellent results as indicated by the limited punch list items generated. I also wanted to compliment BoDen on their quality of work, the subcontractors they used and especially their job superintendent that was extremely attentive to any issues that were raised and addressing them promptly. I would highly encourage their use in future UTSA projects.

Michael J. Merada, P.E.
Plant Engineer

Facilities Movers Recognized by President

The Office of the President recently recognized the Facilities Moving Team for its outstanding support while relocating a large amount of furniture. Nice job Fred Wiedner, Michael Eric Fernandez, Alan Valdez, and Eddy Baggerman.

Volunteers help keep UTSA beautiful. Read page 10 to see how you can help with Basura Bash.

Facilities Guides Volunteers During Campus Cleanup

A group of volunteers from the Elohim Bible Study Club picked up trash around campus on January 15, in conjunction with their church’s annual University World Cleanup day. Della Reyes, from the Facilities Quality Assurance office, assisted the group of volunteers and arranged for the distribution of garbage grabbers, gloves, and trash and recycle bags. The group of 55 spent over two hours collecting a large amount of trash around the campus. Facilities and UTSA appreciate the group’s effort to help keep the Main Campus beautiful.

Did you know that Facilities saves UTSA 21 million gallons of water every year by using synthetic turf on our playing fields?

Kudo to Josephine Izbinski and custodial services team, Facilities

Good morning, Josie

I have once again been admiring the floors in our food venues. The team did a great job over the break making them clean & shiny.

While walking with the UTSA Dining manager who oversees the JPL food court operations yesterday, he remarked on the great job done with the floors in their area of operations.

Please pass on our thanks and kudos for another round of great work to the rest of the team.

Hillary Klingman
Director of Operations, Campus Services
In your supervisory role, are you anticipating changes this year in your department? Has your department recently undergone a change? If you answered “yes” to either of these questions, then we have a class for you! Come discover the tools to help your team successfully navigate through change!

**Change Management for Teams** (SU 369)
Thursday, March 2
8:30 – 11:30 am
in NPB 1.408

For details and to register, visit: [www.training.utsa.edu](http://www.training.utsa.edu)

Hundreds of other training opportunities, both classroom and online, are available for all UTSA employees – full time and part time, faculty, staff and student employees. Check out all the Spring 2017 offerings at [www.training.utsa.edu](http://www.training.utsa.edu)

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The **Patient Protection and Affordable Care Act** requires employers to send employees the IRS form 1095-C for 2016 no later than March 2, 2017. The 1095-C form will contain important information about health care coverage. You will receive the 1095-C form if, during 2016, you:

- Were enrolled in health care coverage from UTSA at any point during the year
- Worked an average of 30 or more hours per week at UTSA during the year

If you receive this form, you will need to keep it with your tax file. While the form is not required to be submitted with your taxes, you need to retain it. We will keep you informed on this important tax document. Please watch for future communication via email or visit our [HR website](http://hr.utsa.edu) for more details. You may contact [benefits@utsa.edu](mailto:benefits@utsa.edu) with questions.

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**Financial Affairs and HR Join Forces to Improve Administrative Toolbox Training**

Financial Affairs recently updated the Financial Processing class that is part of the five-course Administrative Support Toolbox Series. The series provides UTSA administrative professionals with key information about functions, services and resources in five functional areas: Financial, Communications/Marketing, Supervision, Academic/Student and Human Resources.

The Financial Processing (SD 239) class, held on January 26, included presentations from eight UTSA staff who are experts in the area of financial affairs. The presentations were completely revamped, reorganized and updated to ensure success for administrative professionals doing financial processing for their respective offices. Toolbox Series is offered monthly. See [schedule](http://training.utsa.edu).

Derhonda Casanova, Administrative Associate II, supports COLFA faculty and staff needs. She took the training because she needed more information on financial matters, including contracts and purchasing. “In every section, I learned something new,” she said. Derhonda is particularly excited about Total Contracts Manager (TCM), which she is sure will make contract processing faster and more efficient. She’s also looking forward to The Rowdy Exchange, the new e-Procurement system due to launch in May. “The tips and tricks I learned will help me speed up my work.”

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The **HR Benefits department** adopted a local family for Christmas. The family’s name, along with a list of their needs, was provided by the Family Service Association. They expressed their thanks with this note:

“I am thankful for my family being chosen to care for my children and I am so grateful this gift will give my children a smile on their face. Thank you very much and God bless you.”
Doing the Right Thing...On & Off the Clock

Recyclemania is now under way at UTSA. The contest pits US and Canadian universities against each other and their own past performance in increasing recycling and reducing waste. This will be our 9th year participating in Recyclemania, and we want to place in the top 10%. In 2016, we ranked 34th out of 205 colleges and universities. REMEMBER: We are UTSA Roadrunners taking responsibility to clean the environment for a better future. *We can do more!* Let’s recycle together, ‘Runners!

**Items You Can Recycle**

- Paper
- Cardboard
- Plastic
- Aluminum/Metal

- Newspaper
- Envelopes
- Junk mail
- Phone books
- Magazines
- Ream wrappers
- File folders
- Poster board
- Frozen food boxes
- Cardboard boxes
- Milk cartons
- Water bottles
- Take-out containers
- Soda bottles
- Bagged film plastics
- Aluminum beverage cans
- Food cans
- Pots, pans, tins & utensils
- Scrap metal

**Shredding is all the rage this season**

Bring your sensitive documents to a free document-shredding event from 8 a.m. to 4 p.m. on **February 17**. A large shred pod, marked with the logo of UTSA’s recycling contractor Republic Recycling, will be located between the HUC and the Ximenes parking garage.

All documents placed inside the shred pod will be secured under lock, and only the contractor will be able to open the Certified Paper Destruction pod. Users will deposit their documents through openings located around the pod. Cardboard or plastic containers used to transport the material to the shred pod can be left by the pod, and EHSRM will recycle them.

On the morning of Feb 17, Downtown Campus and ITC employees can take all the documents to be shredded to the mail room located in the basement of the Durango Building. Those documents will be stored in a secured area, and EHSRM will pick them up on that day at 1:00 p.m.

**Join your Business Affairs colleagues at the Diploma Dash on Saturday, February 25.** Registered participants and volunteers include Rosa E. Varela, Lenora Chapman, Gary Lott, Carin Norton, Mariano Alaniz, Julie Alley, Ann Roberts, Julie Gohlke, Debra Villanueva, as well as a handful of Public Safety employees.

Get down, get dirty and volunteer to pick up trash and recycling during the 23rd Annual Basura Bash Waterways Cleanup. Join us Saturday, **February 18** as we clean up rivers and creeks to prevent flooding that risks lives and damages property. Register today for one by your home or near Main Campus:

1. Maverick Creek on UTSA’s Main Campus by CDC. **Sign up here**
2. Hill Country Trail/Leon Creek Greenway
   Zone 3—Area extends from Hill Country Trailhead behind Hill Country Place Apartments at UTSA Blvd and Valero Blvd down the Leon Creek Greenway to Hausman bridge. This site is already full.

Other Basura Bash Cleanup locations are listed at basurabash.org. **Learn more here.**

**The Heart Walk.** Business Affairs led the way on February 10 at 10:00 a.m. for a 10-minute walk to promote heart health awareness.