I just finished reading the book *Make Your Bed: Little Things That Can Change Your Life...And Maybe the World* by Admiral William H. McRaven, University of Texas System Chancellor. It seemed like a good time to read it since we just had our graduation, two years since McRaven delivered the commencement speech on which his book was based.

Every morning, I look at my bed a little differently than I did before. My husband, Steve, tends to sleep a bit longer than I do. I pull up my side of the bed sheets and carefully stack my pillows. This reflects back to Chancellor McRaven’s advice for us to always put our best into even the little things in our daily routines. The book has some simple guidelines to help all of us achieve successful solutions and deliver excellent service.

Here are the basic concepts: 1) Start your Day with a Task Completed; 2) You Can’t Go It Alone; 3) Only the Size of Your Heart Matters; 4) Life’s Not Fair—Drive On!; 5) Failure Can Make You Stronger; 6) You Must Dare Greatly; 7) Stand Up to the Bullies; 8) Give People Hope; 9) Never, Ever Quit!

You can see in the chancellor’s guidance there are messages of perseverance and some references to our own guiding principles, which were on display at our May 18 Annual Forum. My thanks again to everyone who attended, who set up display tables, and who volunteered to make the event a rousing success. See photos from the event on page 11.

**McRaven’s Concepts in Action**

I have a bad habit of being in a rush most mornings, and recently I was hurrying from my car to my office with my rolling cart, purse, and a bag with clothes, my lunch and my favorite tennis shoes. When I quickly turned the corner, my purse and bag turned over, spilling my things onto the sidewalk. I gathered up what I saw and hurried to the office. I left work later for an appointment that required changing into my shorts and tennis shoes. But only ONE shoe was in the bag. So I quickly shifted to a plan B, using spare sandals I keep in my car trunk.

The next day I told my office staff what had happened and how I hoped my tennis shoe would show up at Lost and Found. That evening, Heather Foster called asking me to look out the window. There she was—holding the shoe—which someone had placed atop the recycle bin. My feet and I were thrilled!

I share this story at a time when we learned that the legislative session ended with passage of a new state budget bill. While we recognize and appreciate the difficult decisions facing our elected officials, the new state budget presents us with challenges for balancing UTSA’s own budget with fewer resources than in previous years.

McRaven’s concepts and our Guiding Principles inspire me in tackling what’s ahead. And my shoe story is a reminder that we need to be nimble and develop alternative plans to carry on when faced with unexpected circumstances, including those we find unfair. We need to keep our hope that we can and will make positive changes that are important and meaningful. And most often, the way to achieve those is through teamwork with our partners.

Determining how to manage our financial situation will test the size of our hearts. Let’s keep the faith and work together to find new approaches and great solutions for the challenges we have ahead.
Spotlight on...Adrian Vilanova

Adrian Vilanova is the eldest of four children, born in Nuremburg, Germany. His father was in the military, so Adrian grew up an “Army brat,” moving from base to base. He moved to San Antonio to attend UTSA and has since made the city his home. A proud Roadrunner, class of 1995, Adrian holds a Bachelor of Science in Biology. While attending UTSA, he met his wife of 20 years, and they have a 13-year-old son, who is their pride and joy. He and his wife are Life Members of the UTSA Alumni Association.

Adrian has been with UTSA for more than 26 years. He started as a part-time student employee with the UTSA Police Department in the parking division. He held several positions with the PD before parking was split off to form an individual department, Parking & Transportation. He then began his career as an Information Technology Associate. He was part of the team that merged with others to form Business Auxiliary Services, now called Campus Services. “I can say my career so far with UTSA has been quite exciting, and I look forward to what’s to come,” said Adrian.

His hobbies include traveling and collecting Star Wars memorabilia, “and I am blessed to have a spouse who tolerates the latter.” Their son keeps the couple busy with sports and extracurricular activities. Adrian is a Roadrunner Football fan and enjoys attending home games. He is involved with his church as member of the men’s choir and the Knights of Columbus.

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

UTSA Scores at Corporate Cup

On Saturday, June 3, 98 UTSA faculty and staff members competed and volunteered in the 6th Annual San Antonio Sports Corporate Cup at the University of Incarnate Word. The day-long event encouraged wellness, camaraderie, athletic skill, charitable giving, and volunteerism. Each category earned companies points towards winning the Corporate Cup. The 13 wellness and athletic events consisted of two running events, a basketball tournament, swim relay, a wellness walk, frisbee toss, golf chipping, corn toss, tug of war, football throw, soccer kicks, and dodgeball.

A total of 4,000 employees from 88 local San Antonio corporate teams participated. Companies were divided into four divisions, determined by their size. UTSA competed in Division I and placed 15th out of 22 teams. Their competitors included HEB, YMCA, USAA, Rackspace, Valero, University of Incarnate Word, and others.

Our Frisbee Toss team of Kristee Phelps and Keith Kewley placed 1st in our division. The 2K Walk team received the most amount of points for our division. Lastly, our UTSA team as a whole donated 440 pounds of food to the San Antonio Food Bank. Overall, UTSA did an incredible job competing.

Thanks to Paul Lozano, Alfredo DeAnda, and Andrew Jackson for grilling for all UTSA participants. A great team of volunteers helped to set up, take down, and staff our team tent. These volunteers include Sheryl Robisheaux, James Robisheaux, Rich Garza, Bob Kirk, Anastacio Alvarez, Veronica Longoria, Roberto Romero, Thomas Calucci, Michelle Garcia, Brian Montoya, Dagoberto Rodriguez, Xavier Santos, and Jolyn Demarest. The event provided UTSA a chance to show our commitment to improving the overall health and wellness of employees, while boosting morale. UTSA employees showed that fitness and school spirit can be fun and exciting! See photos on page 12.

EHSRM’s Brian Moroney Due to Retire

On August 31, after 13 years as Director of Environmental Health, Safety, and Risk Management (EHSRM), J. Brian Moroney will retire from UTSA. During his tenure, the EHSRM team has grown from just nine employees to its current staff of 27 full-time safety professionals and six student workers. The responsibilities of the department have also expanded in that time to include Occupational Health, Wellness, and Recycling, in addition to 14 other distinct services provided to UTSA’s multiple campuses. In recognition of these outstanding programs and services, EHSRM receivedCSHEMA’s 2016 Complete Environmental Health and Safety Program Award of Honor.

Brian’s willingness to innovate and seek better solutions has made a lasting impact at UTSA. His vision for a unified safety management software solution resulted in the creation of the SafetyTrackr safety management system, and—even as retirement looms—he is hard at work on commercialization as part of the National Science Foundation’s Innovation Corps program. Read more about Brian’s career.

An event celebrating Brian’s many contributions to UTSA will be held on June 30 (his last office day) from 2–4 p.m. at the Bexar Room in the HEB-UC.
Texas Association Against Sexual Assault Awards Top Honor to UTSA PD

UTSA received the Excellence in Campus Advocacy & Action Award 2016-2017 from the Texas Association Against Sexual Assault (TAASA). The selection was based on the totality of the programs, efforts, and resources provided by and to the entire university over the past year. This recognizes the achievement of a substantial culture change surrounding sexual violence, including assistance to survivors.

In the previous year, UTSA PD earned the TAASA Community Engagement Award 2015-2016. They were commended for their success in working with UTSA departments and student organizations as well as collaborating with Bexar County community agencies to reduce sexual violence and provide resources and services to sexual assault survivors.

“Our Community Affairs Section should be applauded for creating new sexual violence awareness programs, updating training efforts, improving services, and building robust networks with community members,” said Police Chief Gerald Lewis, associate vice president for Public Safety.

“We have become stronger and more vocal about sexual violence as a department and university," said UTSA PD Corporal Maranda Tupper. "This supports the culture change that is so needed to end sexual violence.”

Community Affairs partners with UTSA Student Organization Interfraternity Council and UTSA Women’s Study Institute to cohost several outreach events on campus that address sexual violence and provide an atmosphere that supports the culture change to end it. These events include Take Back the Night and Sexual Assault Awareness Month’s It’s On Us—Call To Action Day. They table at most major campus events and begin communicating with students at orientation activities even before classes begin. A 2017 UTSA PD intern, Randy Bermea, developed a program with the UTSA Athletic Department and the One Love Foundation to inform athletes and engage them in stopping relationship violence (article below).

Corporal Tupper, Sgt. Allan Crocker, Cpl. Veronica Diaz, and Esther-Miller Brown of UTSA’s Office of Equal Opportunity Services attended the TAASA University Police Sexual Assault Training held during the National Sexual Assault Conference. They received this award at that conference on June 6, 2017. Read more. Sign up for self-defense class.

Roadrunner Raising Awareness and Changing Unhealthy Relationship Behaviors

One in three women and one in four men will experience relationship violence in their lifetime. People in and around those relationships often don’t recognize signs of descent into dangerous behavioral patterns. While the statistics include people of all ages and walks of life, college students are among the most likely to be involved in sexual violence.

Randy Bermea speaks to UTSA student athletes about these issues. "To help them understand the severity and magnitude of the problem, I apply the stats to the number of people on the team, so they can look at it from a very personal angle. There are likely several people in the room who are involved with some form of domestic violence or sexual assault."

A runner on the UTSA track team, Randy graduated in May with a degree in Criminal Justice. His major required an internship with a criminal justice agency, so he secured a position with Corporal Maranda Tupper in UTSA-PD’s Community Affairs section, who Randy describes as “amazing.” “She gave me opportunities to do cool and meaningful work,” he explained. One of which was to manage a project of his choosing to help others. In a meeting with Stefanie M. Cisneros, Assistant Athletic Director—Life Skills, the concept of relationship violence arose, and he immediately knew this is where he wanted to make a difference.

Through his involvement on this vital topic, Randy sees how individuals from different backgrounds vary in their empathy and understanding of these issues. “Not everyone knows what’s acceptable in a relationship,” he said. He explained that often people lack the knowledge and positive role models to guide appropriate behavior. Read more
Science and Engineering Building: Parking

Construction on the Science and Engineering Building (SEB) began June 5. This project impacts parking in portions of Bauerle Road Lot 1 (BR1), Ximenes Lot, and Ford Lot. The affected portions of Ximenes Lot and Ford Lot will reopen in January 2018; however, BR1 will see a longer impact with an expected reopening in June 2020. Please note that these lots are not fully closed; only sections of each lot are affected by construction fences, which protect pedestrians and cars from dirt and rock excavation.

View construction zones and pedestrian paths, or learn more about this construction project by visiting Facilities’ Science and Engineering Building web page.

Summer Dining Options

It’s summer! UTSA Dining offers a variety of delicious dining options on campus throughout the summer semester, including convenient and flexible summer dining plans for students. For more information on student dining plans, click here. Employees can enjoy a wide range of restaurants all summer—check out the standard summer dining hours of operation, as well as extended hours during orientation sessions. UTSA Dining also offers employee meal plans with discounted rates at the Roadrunner Café. Interested? Check out the employee meal plans on UTSA Dining’s website.

Oriented Toward the Future

Fall 2017 Orientation is here! Campus Services is excited to participate in orientation activities again this year, presenting in pre-orientation breakout sessions, offering information at the resource fair, and providing UTSA Cards for each new Roadrunner. UTSA Dining joins Campus Services during pre-orientation sessions to share valuable information on meal plans, while the Rowdy Campus Store presents to families to keep everyone up to speed on purchasing textbooks and scoring great UTSA gear.

Tobin Avenue Garage Maintenance

Campus Services is currently working to adjust curbs at the entrances and exits of the Tobin Avenue Garage. When this project is complete, driving lanes at the gates will be easier for vehicles to navigate. Construction should be complete by the end of June.

Parking Lot Maintenance

Each year, Campus Services enhances your campus experience by repainting and upgrading various parking lots during the summer months. This year’s maintenance is on track to begin in the coming weeks. Permit holders will receive email notification, and signs will be placed in the affected areas prior to work beginning so the impact to parking routines is minimal. Lot maintenance will be completed prior to the start of the fall semester.
Asset Search Request, a Collaboration Between Inventory & Surplus and OIT

Inventory and Surplus partnered with OIT to create a new ticket system that helps locate “missing computers.” Launched on May 1, the ticket system allows individuals to locate computers that may have inadvertently been moved to a different location. Once the ticket is received, OIT performs a digital trace to determine when the computer was last on the network, if it ever was on the network, and, possibly, who was the last person to log on to the device. Details are shared with the requestor for further action if OIT can identify the general location of the device (building and floor).

The collaboration came about as a way to save people time and to reduce the number of IT assets being reported as missing. “People can spend an inordinate amount of time trying to locate the computer, especially during annual physical inventory, when all assets must be scanned,” said Rosanne Gorny, Senior Associate Director, Financial Service and University Bursar. “Because the ticket system makes it easier to find missing computers, less time will be spent physically searching various locations.”

Inventory and Surplus partnered with OIT’s Senior Information Security Analysts Brad Cooper and Lance Pritchard to create the new ticket system. And thanks to Financial Affairs’ Stephanie Wilkinson, Information Technology Associate II, a direct link to the new request is available on Inventory’s website. Users may also access the request via OIT’s website.

Rosanne encourages individuals to take advantage of the new Asset Search Request (link from our website) before reporting any IT assets/computers as missing to the Inventory Department. However, keep in mind that the older the device, the less likely OIT is able to find it.

Ingleside, TX Elementary School Channels UTSA for the Win

In a small town slightly northeast of Corpus Christi sits Blaschke Sheldon Elementary School for 5th and 6th grade students. The school is in the midst of joining a network of schools to be named a No Excuses University School. The network of schools is united by the belief that all children, even those who live in poverty or who are learning English, can be academically successful and attend college. The program introduces students to the idea that college is simply a continuation of their studies – similar to the thought that after elementary school, students move on to junior high, then high school.

Steering her class toward this way of thinking is Annalisa Lara, the niece of Financial Affairs’ Beatrice Blomquist, Budget Decision Support Analyst II. Her co-teacher is Laura Davis, mother of former UTSA basketball player Alysse Davis.

Both teach the No Excuses philosophy that there is a college major for everyone, and they expose students to many universities and majors. Students learn how to be good citizens and to understand what it means to be respectful and trustworthy and to lead. To give students a taste of college life, each class adopts a university. Because of Annalisa’s and Laura’s connections to UTSA, the students chose UTSA.

Students became familiar with UTSA majors, class size, admission requirements and tuition costs. They explored joining student organizations and UTSA Athletics. In keeping with the goals of the No Excuses program, the school held a college rally every six weeks, where each class (and college) battled for spirit awards. They learned UTSA’s fight song and the “Birds Up” symbol. The class also heard from university students as they discussed their own college experiences.

One-half of Annalisa’s students were First Gen—they will be the first in their families to attend college. Annalisa noted that because of this, it is important that the students are aware of the many options they have when it comes to attending college and that there are different ways to afford the tuition.

As the school year came to an end, the classes were judged on how well they were able to represent their chosen university, including creating a banner, learning the “battle cries” and working together as a team to learn as much about the university as they could. And, it was Annalisa’s class who came out on top. They embraced everything UTSA—even planning out what their future dorms would look like—and walked away with the first place prize.
Kudos to Richard Wollney, Frank Grijalva and Anthony Sanchez, BCO:

Thank you so very much for your amazing hard work on the contracts for the Admissions send-offs in San Antonio, Houston and McAllen to make these events successful. We know these were detailed contracts which involved a lot of collaboration, patience and communication. Thank you for all that you did to make these events happen.

Bob Miller
Office of the Vice President for Student Affairs

Kudos to Mark Parnin, Facilities:

I would like to thank you for all of the work that was done on the renovation. It was a challenge because of the [Psychology] dept. chair change in midstream and the changes on your end. Once we got everything figured out, you were amazing at keeping me informed of what was happening. You went out of your way when we found out that the computers for the teaching space were not on the budget as we had thought. With your help, we ended up with funding for more than half of the machines for that space as well as the projector. The students are going to love being taught in that room. Faculty have moved into their lab spaces and are very happy.

Mary McNair
Psychology Department

Kudos to Henrietta Mercado & Julio Guzman, Facilities re. work in preparation for UTSA Day:

Henrietta and Julio are super stars! They took care of this request during the time specified and made sure to let me know it was taken care of. The room looked great for the tours and UTSA Day. Thank you.

Kudos to Esiquio “Tony” Prado and UTSA Facilities Operations & Maintenance

I want to thank you for the amazing repair work you recently completed on our Honda ST1300P Police Motorcycle. Because of your attention to detail and meticulous work ethics, you identified a number of problems that other “certified” mechanics did not find. You went way above and beyond what was expected and because of your commitment to excellence, we now have a police motorcycle that runs better than ever.

Captain Daniel J. Kiley
UTSA PD

Travel Workflow

Kudos to the Disbursements and Travel Services (DTS) and PeopleSoft Departments for their streamlining of travel reimbursements. I went on a somewhat complicated travel to two conferences in early April and, upon my return, submitted both Travel Expense Reports on April 18, 2017. I was pleasantly surprised when both reimbursements were approved within a week! Fantastic!

David J. Riker, CFM, FMA, MSCE
Associate Vice President for Facilities

Kudos for DTS

I just wanted to let you know that your staff did a great job helping me this week. They responded promptly (Lily) and walked me through the process and fixed a problem I was having (Roz) and then I was able to update the Concur account and book my travel for a trip to Atlanta. I had the honor of representing HR Training & Development at the 2017 International Conference for ATD—Association for Talent Development—May 21-24, 2017.

Thank you to Disbursements & Travel for helping to process all the arrangements for my travel!

Diane Pina
HR Training & Development

Kudos to the Operations Team, Facilities

They are always so helpful and a pleasure to work with on a daily basis as well as in an emergency situation. James Jinks and his team, including William Marcus and Mark Edsall as well as others, worked diligently to restore proper function to the air handling system of the laboratory. We truly appreciate their dedication to their jobs as well as to UTSA’s research.

Amanda Haley
Laboratory Compliance Manager
Wendy McCoy
Laboratory Safety Manager

Strategic Goal 2: We will create scholarly work and research that significantly impacts society.
Facilities Supports Atmospheric Research Projects

Scientists from UT Austin, University of Houston, Baylor University, Rice University, St. Edward’s University, and Aerodyne Research Inc., are at UTSA this summer to work on an atmospheric research projects. Our Main Campus was selected as the host site because of the Texas Commission on Environmental Quality’s interest in San Antonio’s air quality. The two projects will run from May until September and include air quality measurements and the launching of weather balloons containing ozone instruments. Dr. Hatim Sharif of UTSA and his students collaborated with St. Edward’s to launch some of the balloons.

Facilities contributed significantly by preparing a site near Brackenridge Lot 5 to locate a trailer laboratory and equipment. They collaborated with Campus Services to allocate parking spaces for the projects and provided administrative, grounds maintenance, and logistical support. Additional work included the layout and pouring of concrete pads, welding of a distribution rack, and the design and installation of electrical service. The following Facilities employees were instrumental in providing support to the research teams: John Yarbrough, Alfonzo Villarreal, Andrew Jackson, Joe Reyes, Juan Villarreal, George Martinez, Joe Alderete, Arthur Perez, Juan Sandoval, Mark Vale, Matt May, Brent Tyroff, Omar Sierra, Simon Perez, Freddie Robinson and Lani Cabico.

Facilities Supports Significant Community Activities

Texas Folklife Festival

The Texas Folklife Festival is the biggest event in Texas celebrating the culture and heritage of more than 40 Texas groups. In its 46th year, the event is held on the grounds of the Institute of Texan Cultures on the UTSA Hemisfair Campus. This year’s event, held June 9–11, showcased our state’s diversity and rich heritage through food, music, dance, arts, and crafts, with performances on six stages. Business Affairs had a vital role in the success of the event.

The ‘Runner provided shuttle service to and from the Downtown Campus for individuals working at the festival. Facilities’ DTC team spent three weeks setting up for this event and about two weeks tearing it down. They provided interior and exterior support and were on site during the festival to provide any support needed by the organizers. Among their many activities, DTC handled electrical, water, construction, signage, power, furniture, waste and other matters for the festival. Read kudos for Business Affairs staff from ITC leadership.

Erlinda’s Wish Program Graduation 2017

On Wednesday, May 24, 2017, more than 30 UTSA Facilities’ Housekeeping staff members received their certificates of completion for the Erlinda’s Wish Program (EWP). The program, now in its fifth year, provides computer literacy and language classes for the Housekeeping team through the Office of Teacher Education.

The university recognized several housekeepers with no previous experience with computers who now can create videos, publish stories, and complete other significant tasks with computers and smart phones. One of the program graduates was Maria (Mercedes) Zuniga, who retired after 16 years as a UTSA housekeeper. Maria, who has always been more comfortable speaking in Spanish, was able to give a very nice thank you statement in English as well as in Spanish, with help from the Erlinda’s Wish Program.

The event also featured words from Dave Riker, associate vice president for Facilities, Josephine Izbinski, manager of Custodial Services, Janet Scott, director of clinical teaching in the Office of Teacher Education Services, and Ilna Colemere, senior program coordinator in the Office of Teacher Education Services and Erlinda’s Wish Program instructor.

Congratulations to the housekeeping staff for your exemplary dedication and perseverance towards self-improvement!

Early Voting

Facilities helped prepare the MS Building for early voting by setting up tables and chairs, cleaning, adding recycle bin and trash bins, and hanging an Early Voting banner.
Kudos for Financial Affairs’ Javier Martinez and PSSC’s Ruben Ortiz

Javier, congratulations and thanks for your efforts on the Rowdy Exchange website. We also really appreciate Ruben’s efforts in helping us out and to PSSC for granting us time to utilize his excellent skill sets.

Dr. John J Clifford, Jr. PhD
Director of Purchasing and Distribution Services

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Kudos to Ruben Ortiz, PeopleSoft

Dear Carlos, I wanted to express my appreciation to you and Ruben for the web support you have given Financial Affairs. Your department exhibits the Guiding Principle of partnering to deliver excellent service. It is extremely critical that the Financial Affairs web pages remain current so that our customers have the latest procedures and understand how to conduct business. His collaboration and teamwork is to be commended. Most recently, he assisted us in creating a new web page for “Rowdy Exchange.” This web page serves to assist us with communicating the new Purchasing platform.

Thanks again for allowing Ruben to assist us!

Lenora C. Chapman, C.P.A.
Associate Vice President for Financial Affairs

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Kudos for Budget and HR Departments

Wanted to pop in and say a big THANK YOU to all of last week’s testing participants; you guys were AMAZING. We received a ton of great feedback and came across some testing issues which will take time to review and evaluate.

Jessie Dantzler
Business Analyst – eForms
Office of Shared Information Services

Totally agree with the “you guys were AMAZING” comment. It was my observation, which I’m pretty sure would be shared by Doug (the PM) and Jessie (the project lead) that the UTSA reps were the “movers and shakers,” the thought leaders and contributed the most substantive input to the process than any other campus. In my estimation, the big differentiator that you brought to the table was PASSION!!! Most of the participants probably had the experience and job knowledge but they did not display the PASSION that y’all did. Thank you for your efforts.

Ron Golenski
Director of HR Info Technology Operations

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Kudos for Peggy Lasater

Thank you Peggy for showing the benefits of applying our Guiding Principles to our communications with our students and parents. Your follow-up shows Respect for our students and their families, and although the issue was not really with Fiscal Services, you did the Right Thing by following up and letting the mother know that we care about our students.

Thanks again and keep up the good work!

Gary K Lott, C.P.A.
Director, Financial Services & University Bursar

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Kristee Phelps and Shannon Marquess, EHSRM

I just wanted to send kudos and say “Thanks!” for all of your effort in making UTSA shine at the Corporate Cup!!! I know it takes a lot of time, hard work, organization and coordination to pull the event together, but you all make it look effortless! I realized that The Corporate Cup truly is an example of the Business Affairs Guiding Principles. For the event to be successful requires quite a bit of Partnering, and I know that partners from the EHSRM department, Police, HR Benefits and Facilities, all worked together to provide support for the event...from setting up tables and all of the other items required, checking participants in for their events, cooking very tasty food and then managing the tear down. The shirts that are designed are always a hit, and this year I heard a gentleman from another company asking to swap one of their t-shirts for one of ours: people wanted our UTSA t-shirt!

Having participated in all of the previous six Corporate Cups, it’s incredible to see how much it’s grown to 86 companies and over 5,000 participants this year! And it’s wonderful to see UTSA and staff from all areas of the university show up to represent UTSA and partner with the San Antonio community.

Great job! I look forward to next year’s Corporate Cup!

Judy Verdon
Lead Training & Development Specialist
Welcome to UTSA/BA

Campus Services
Daniel Barrientes
Parking Services Assistant II

Rodolfo Fernandez
Parking Garage Attendant

Fiscal Services
George Garcia
Collections Specialist

Capital Asset Management
Daniel Gomez
Inventory Clerk I

Facilities
Robert Risor
Facilities Operations Coordinator

Benefits Bonanza

Mark your calendars for the Benefits Annual Enrollment period, July 15 to 31.

Annual Enrollment (AE) is the period when you may change your benefit elections and add, update or remove dependents from coverage. The HR Benefits Office will host its AE Benefits Fair and Presentations on Wednesday, July 12, 2017 at all campuses.

The open enrollment period is Sat., July 15 to Mon., July 31.

Stay informed by checking your email frequently and viewing the dedicated AE website: www.utsa.edu/hr/Benefits/AE.html

Campus Security Authority Training

UTSA PD is expanding the Campus Security Authority Training to incorporate training specific to the UTSA community. Campus Security Authorities were identified through their divisional offices and include, but are not limited to, “An official of an institution who has significant responsibility for student and campus activities, including, but not limited to student housing, student discipline and campus judicial proceedings.” Faculty and staff who advise a student organization or club should also attend. On Monday, June 5, hundreds of CSAs received an e-mail asking them to take the training either on-line, in a classroom setting, or inviting Clery Compliance Coordinator Rebecca Gomez and Executive Director of Strategic Initiatives Annette Parker to present to their offices.

Rebecca and Annette collaborated with Instructional Designer Andrea Martinez and others in HR Training and Development to create a specialized training for Campus Security Authorities. Using our Business Affairs Guiding Principles, they partnered with HR and UTSA divisional offices to create a more robust and specific CSA training program. They demonstrated their value and respect for CSAs' schedules and have made several training methods available to them.

CSA training sign-up

Rowdy Exchange Training Is Here! Sign up today

Rowdy Exchange Procurement Process Overview
#AM0869—For UTSA employees who currently use a procard, create and approve requisitions, and order goods and services.
· Learn about Rowdy Exchange and how to set up profile, shop, and approve in Rowdy Exchange

Rowdy Exchange Procurement Requester Training
#CT0990—For employees who enter requisitions.
· Learn how to purchase goods and services in Rowdy Exchange and enter all the required information
Register here or email rowdyexchange@utsa.edu for more info.

Speak the Rowdy Exchange Language

Now is the time to learn your new purchasing terminology.

· Cart: Basket/list of products, services or internal forms captured for the creation of a Requisition.
· PR Validation: “Purchase Request,” process to confirm valid Chartfield combination and available funds to pay for purchase.
· E-Invoice: “Electronic” invoice submitted through Rowdy Exchange for processing by DTS; no approvals or manual intervention required for payment.

Read More!
Mark Your Calendar to Support PD Accreditation

The UTSA Police Department is accredited through the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) and the International Association of Campus Law Enforcement Administrators (IACLEA). Every three years, the department is assessed to retain its accreditation status. This summer an on-site assessment by CALEA is scheduled from July 30 – Aug 2. UTSA employees and members of the community are invited to offer comments at a public information session on Monday, July 31, 2017, at 3:00 p.m. at the Biosciences Building (BSB) on Main Campus, room BSB 3.03.02. More info to come.

Science and Engineering Building Ribbon Cutting

We celebrated the groundbreaking of the new Science and Engineering Building on June 9 in a ceremony held in the Biotechnology, Sciences and Engineering Building on the UTSA Main Campus. UTSA President Ad Interim Pedro Reyes introduced special guests UT System Regent James Conrad “Rad” Weaver and the Honorable José Menéndez of the Texas State Senate. Dean JoAnn Browning provided opening remarks.

Set to open in 2020, the SEB will serve as a hub for UTSA’s academic and research programs in brain health, chemical engineering, biology and chemistry. It will also house the UTSA Center for Innovation and Technology Entrepreneurship, an interdisciplinary center to spur innovation among students, faculty members and the surrounding business community.

Cellular Phone Policy

UTSA is developing a policy regarding cell phone use for university purposes. You’re invited to review the Wireless Communication Devices HOP and submit your feedback to Gary Lott by June 27. Expect the policy to be implemented Sept. 1, 2017. Look for more info to come.

Conserving Resources, Lowering Costs

To be good stewards of our financial and natural resources, we’re exploring ways to reduce our energy consumption and costs. The university will implement additional energy conservation measures. Facilities will change academic and administrative building temperature set points at night and during other periods of low occupancy.

We ask the UTSA community to help conserve by turning off lights when leaving offices and conference rooms and powering down office equipment and computer monitors when not in use. We can all turn off the water while lathering. Walking up two floors and down three promotes health and saves elevator energy. Using Rowdy Exchange will save money as well, so be sure you’re ready for the July 10 roll-out.

If you identify any areas of inefficiency and/or waste or have a suggestion for saving energy or water, please contact the FacilitiesServiceCenter@utsa.edu or call 210-458-4262. Learn more.

Staff Council Elections

Consider nominating yourself or a benefits-eligible co-worker to serve on UTSA Staff Council and advocate to strengthen our university. Only one slot is available for VPBA this election cycle. Look for an email from UTSA Staff Council sent June 14 to submit your nomination. Voting will be held in mid-July. Learn more.

Public Safety Welcomes Class of 2021

As a part of the UTSA Orientation and Family Programs Welcome Windows, the windows on the northeast side of the Bosque Building were painted to welcome the UTSA Class of 2021. These windows are on a path that the orientation students take to and from their meetings and shows them they are at home here at UTSA. Artists from within the Police Department included Amanda Swaney (lettering & painting), Robin Sanders (painting) and Joe Waebroeck (Rowdy Artist).

Anastacio Alvarez and Jose Teran represented EHSRM at the Orientation Resource Fair encouraging new students to recycle and reuse.

Interim Workflow Solutions

(IWS) Forms created from May 1, 2014 to March 27, 2016 have been fully archived in SharePoint Online/Office 365. You can read more information in the Archived SharePoint Online story.
Watch the BA Forum video