Recently I had the opportunity to spend time with the Business Affairs Staff Relations Council. Everyone in this group of 12 people and 9 alternates is volunteering their time, demonstrating their commitment to our division. I’m so impressed with the thoughtfulness and willingness of this group to engage in discussions about how to make our division—and the whole university—better in many ways.

They have just completed their third session. There they identified processes for taking information discussed in the meetings back to their respective areas. They’ve also explored methods for engaging staff in searching out successful solutions to ongoing challenges.

I am very proud to have an opportunity to meet with them each quarter and have learned much from them. I urge each of you to talk with your Business Affairs Staff Relations Council member and share your suggestions.

We also have a group of volunteers who are working hard on planning our annual Business Affairs Forum with enthusiastic (and some silly) ideas. I even have a new volunteer in my office who has been busy answering phone calls and posting meetings to my calendar. When I returned from a trip recently, I discovered a new helper sitting at Heather’s desk while she was attending to some details to keep our forum on track. I’m looking forward to unveiling some of our employees’ creative ideas on how to remember and embrace our Guiding Principles. I genuinely thank everyone who submitted their suggestions and have helped make our event great. Bring your phone and wear your UTSA shirts on Thursday!

In this busy week—in addition to our forum on Thursday and National Police Week starting today—we just held one of the most important events for the university community. Commencement allows us to celebrate the achievements of our students who have completed years of study and met all the milestones to reach their graduation. We salute those in our division who are graduating or sharing the joy of graduation with their child, spouse, or friend.

It’s a vital part of our mission to help UTSA students have Boundless Opportunities. Each of us has a part to play laying the path toward their promising futures. Thank you for making success happen, for our colleagues and our students.
Spotlight on...April Saenz

April Saenz is a San Antonio native, the eldest of one brother and five step brothers and sisters. She has three teenage children, one daughter and two sons, who keep her busy especially during football season. April graduated from John Jay High School then attended Northwest Vista College. She continues to work on getting her bachelors degree in education from UTSA.

April has been with UTSA since March 2008. She started as a Public Safety Officer and was assigned to the Institute of Texan Cultures until June 2009, when she became a police communications operator for UTSA. She has achieved her Texas Commission on Law Enforcement (TCOLE) Advance License in telecommunications and is working on her TCOLE Master License in telecommunications.

April enjoys working for UTSA, especially the people she works with at UTSA. She describes UTSA as a little city of its own. “It’s an exciting place and everyone has pride in being a Roadrunner,” she said.

Outside UTSA, April spends time with family and friends and goes to UTSA football games when she can. She enjoys listening to music, cooking, and heading to the beach with her family.

Kyle Seale Parkway Ribbon Cutting

The intersection at Kyle Seale and Hausman Road is complete. Councilman Ron Nirenberg and UTSA Interim President Pedro Reyes cut the ribbon during the May 5th opening ceremony. Thanks to the many Business Affairs staff involved in this important new access road improving traffic to the Park West Athletic Complex.

Facilities staff and bike lane users Matt May (l) and Lani Cabico (r) were among the first riders on the new stretch of road.

PSSC Turns Three

The May Spotlight marks the third anniversary of PeopleSoft at UTSA. We thank all of you for supporting our efforts to continually improve the system. During this time, we’ve instituted a number of improvements to streamline financial document creation, including document workflow.

Our number one priority is to provide quality service to all PeopleSoft users. Many customers reach out directly to all the back offices as well as the PeopleSoft Support and Sustainment Center (PSSC) for that support. Some statistics are provided to indicate the volume of activity received.

The most frequently asked questions and calls are still related to approval of financial documents and how can that be accomplished. The Spotlight addresses approval options available to individuals authorized to approve financial documents in PeopleSoft.

Please read the Spotlight for full details and forward to others in your department.

Happy Reading!
Parking: The Only Constant is Change

Changes are afoot for parking at UTSA. This summer brings the addition of new spaces and parking lots, and the not-so-temporary loss of others. During this process, Campus Services will also reallocate various space types to best serve the campus community. Add it all up, and you can expect a different UTSA parking landscape at the start of the 2017-18 academic year.

Learn more here.

Read Campus Services’ other blog posts.

UTSA Dining Summer Hours

As we move into the summer months, UTSA Dining will adjust its hours of operation. During intersession (May 10-May 29), dining options are reduced, allowing UTSA Dining to perform maintenance and train staff.

Beginning May 30, summer hours of operation go into effect. View the summer dining hours to learn when your favorite locations will be open. Several locations also offer extended hours during orientation.

Notebooks Help Elementary Students

A small idea led to a big success when a staff member at the Rowdy Campus Store suggested holding a fundraiser for a local school. The idea quickly flourished and came to fruition. Between April 3rd and 15th, the Rowdy Campus Store accepted notebook donations for the students of Monroe May Elementary School. UTSA students campus-wide graciously donated 450 notebooks! The notebooks were put to great use and extremely appreciated by future Roadrunners at Monroe May Elementary School. UTSA students campus-wide graciously donated 450 notebooks! The notebooks were put to great use and extremely appreciated by future Roadrunners at Monroe May Elementary School. Just another example of how Roadrunners DO THE RIGHT THING to help the local community.

Intersection Parking

Intersession runs from May 10 – May 29. During intersession, you can park in commuter or resident spaces on campus, regardless of which permit you have or whether you have a permit displayed. When summer classes begin on May 30, intersession parking ends; please park according to your permit. Signs will be in place around campus to remind drivers about intersession parking locations and dates.

New Construction on Main Campus

As the 2016-17 academic year comes to an end, new and exciting changes come to the Main Campus.

Construction began on two new parking lots: Resident Lot 4 and the Devine Lot. Parking space reallocation will CREATE Employee B parking to the north side of campus, while other shifts CREATE additional student spaces.

Construction begins in early June on the new Science and Engineering Building and on the new Large Scale Testing Facility. Both projects CREATE opportunities for campus growth and we are excited to PARTNER with the Office of Facilities to adjust parking allocations in the affected lots.

To stay up to date on all UTSA projects, please visit facilities.utsa.edu and click on “Projects.”
Financial Affairs

Year-End Is Around the Corner

In preparation for year-end, the Controller’s Office will host End-of-Year workshops at the main and downtown campuses. Departments may download the year-end deadlines to their Outlook calendar, as well as the Year-End presentation. Both will be available early June.

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Cyndi Schweers Promoted to Director of Accounting and Financial Reporting

Congratulations to Cyndi Schweers on her promotion to director of accounting and financial reporting. She was previously a senior associate director. She will now have greater responsibility for overseeing annual financial reporting and for directing the daily workflow of the Accounting Services Office. A UTSA employee for more than 16 years, Cyndi has extensive knowledge in accounting and reporting. She enjoys using her analytical skills to help others develop and grow their own knowledge and skills.

Cyndi is a member of the PeopleSoft team, overseeing the general ledger module, including the translation of business requirements into functional design specifications and the oversight of testing for new and existing functions. She has received a Celebrating Excellence Award and received a Traveling Rowdy Kudos for getting the reimbursement system up and running with PeopleSoft.

Cyndi, a certified public accountant, is also a UTSA alumna, receiving a BBA in accounting. She is a lifetime member of the alumni association and a Golden Key Society member. While she is an avid traveler, Cyndi’s favorite place to visit is Chicago, where some of her family lives and where she can see her Cubbies play ball. A big sports fan, she collects memorabilia from various teams. Cyndi also loves doing crafts. And, of course, she is a huge Spurs fan and enjoyed seeing them receive their 2014 NBA championship trophy.

Fiesta Guiding Principles

Accounting Services started the Fiesta Guiding Principles a few years ago as part of ongoing team-building activities. The first year started with creating Fiesta hats — a long tradition of Fiesta Week. Last year, they added decorated wreaths. They incorporate the Guiding Principles into decorations to develop awareness, and use artwork and photos to represent each principle. It all serves as a reminder of what we strive for and creates a fun and memorable event for the team.

Historically Underutilized Businesses

Thanks to everyone who stopped by the HUB Vendor Fairs May 2 and 3. About 35 minority-, women-, and disabled veteran-owned companies exhibited during the two days. Nearly 300 potential UTSA purchasers came by to meet their representatives and many found new options for their goods and services.

Please contact your Purchasing Buyer or purchasing@utsa.edu for more information about buying from HUB vendors.

Sign up today for Rowdy Exchange Requester or Overview Training. See p 9.
Kudos

KUDOS to Facilities

Gilberto Perez for work performed at Downtown Campus on electric vehicle charging station needing installation of replacement cable and head assemblies.

Gilbert did an excellent job, greatly appreciated!

Abel Perez for work performed at the Bauerle Road Garage to replace south entrance signs that were pulling out of the wall with the wind movement.

Quick to respond, great communication through notes.

Roland Zavala’s performance at the Durango Bldg. (DTC). He developed signage to place at the various rooms at the DB and throughout the downtown campus.

Signs look wonderful! Roland Zavala and colleagues deserve recognition for their exceptional work!

Supporting Research Excellence

I would like to thank all of you to take an extra mile to fix this emergency issue in time. We were able to complete a set of animal experiments on Saturday April 28 as planned. Those mice (~80 mice) had been already treated for 3 months. Saturday was planned as the determination date to take samples for this experiment. Without your help to fix the problem we might have lost this set of experiments that we have already put a lot of money and effort in it. Thank you again.

Chuang-Yu Hung, Ph.D.
Associate Professor of Research

Dr. Hung's research is focused on development of a vaccine against coccidioidomycosis (a.k.a., Valley fever) and studies of fungal virulence mechanisms.

Alfredo Cavazos, Warehouse Worker II, Surplus Property

These guys are great!! They’re courteous and professional. I’m impressed! As soon as they walked in to my office (with smile), Alfredo was telling me about the recycling surplus goods. They asked us if we needed desk, chairs, cabinets, etc. Then, he mentioned a small safe they picked up yesterday...a PERFECT HARMONY!

Thank you so much for saving us $$$. We were in process of purchasing one, and now we don’t have to.

Just wanted to let you know that I really appreciate their professionalism. Thank you.

Sam Suwal
Associate Bursar, Fiscal Services – Downtown

“Surplus is just keeping to the guiding principles,” said Erasmo Garza, Surplus Property Supervisor

Campus Services provided parking support for a Donor Relations event during the River Parade.

I just wanted to send you a quick Thank You and tell you how awesome everything went! Thank you so much for helping us make this event a success! We appreciate it and our donors appreciate it!

Kristine Garza
Donor Relations Events Manager

Budget Planning and Development Kudos

I would like to note that Kelly Garza in VPAA and Elizabeth Bay (from Budget Planning and Development) were PHENOMENAL during this process. In spite of their immense responsibilities, they both met with me personally and held my hand throughout the process. I love being able to point out UTSA employees that go above and beyond!! These gals in particular are top notch.

Andrea Trease
Office of Senior Vice Provost for Academic and Faculty Support

Driver Linda Salazar

Linda Salazar, a driver on Route 40 of The ‘Runner, received two Starbucks gift cards (under $20) from two separate students in April, thanking her for her friendly and on-time service.

Strategic Goal 2: We will create scholarly work and research that significantly impacts society.

On the move...

The Flawn Building Lecture Halls and Restrooms Renovation began May 10.
Sheriff Salazar Visits UTSA

Bexar County Sheriff Javier Salazar visited UTSA on May 4 to meet with Chief Gerald Lewis, AVP for Public Safety. The two met with Interim President Pedro Reyes where Salazar underscored the importance of preventing and prosecuting sexual assault on and off campus.

“The meeting with Sheriff Salazar is part of our continuing dialog and partnership with local, state, county, and federal law enforcement agencies,” said Chief Lewis. “The sharing of resources and expertise will assist in keeping UTSA and surrounding communities safe. During the meeting, we discussed cooperative training and response to critical incidents. The Bexar County Sheriff’s Office plays a critical role in support of the UTSA Police Department in providing a safe learning environment for students, faculty, staff and visitors.”

The chief and the sheriff have already strengthened the relationship between their agencies and look forward to further collaboration.

Living Well with Chronic Conditions Class

Learn how to self-manage symptoms and medications, set weekly goals, problem-solve effectively, improve communication, do relaxation exercises, deal with difficult emotions, eat well and exercise safely. Take control of your life!

Where: UTSA
- Main Campus: Every Tuesday for 6 weeks
- Downtown Campus: Every Thursday for 6 weeks

When: May 16 through June 22, 2017
11 a.m.—1:30 p.m. (each week)

Who: UTSA Faculty and Staff who have a chronic condition OR who have/care for family members with a chronic condition

Register for class PD0832 today at www.training.utsa.edu
Download the flyer.

Thanks for joining in on Get Fit Don't Sit Day, May 3
- 6 a.m. Yoga in the Rec's Orange studio
- 10 a.m. Airrosti class "Health on the Move"
- 12 p.m. Strength and Conditioning in the Rec Studio
- 12 p.m. Yoga at the DTC-Fitness Center
- 5:30 p.m. Circuit Training in the Blue studio at the Rec

Read the Tips and Stretches to brighten up your day!

Tops in Safety in Texas

CollegeStats.org, a nonprofit higher education evaluation service that provides statistics to help students make informed college choices, ranked UTSA the leader in Texas and No. 20 in the nation for having the best campus safety resources. The ranking measured the availability and accessibility of safety resources, emergency procedures, drug and alcohol policies, and crime statistics at the nation’s largest universities.

“Being named one of the safest campuses in the country is a testimony to the diligent work of our sworn officers, public safety officers, dispatchers, and support staff,” said Gerald Lewis, UTSA associate vice president for public safety and chief of police. “There is nothing more important than creating a safe environment where our students, faculty, staff and visitors can flourish.”

“Safety is a team effort. We are proud of this designation reflecting our leadership in safety preparedness and transparency, and we’ll continue to strive to provide the safest learning environment possible.”

Read more.
New EHSRM Building

The Facilities Engineering & Project Management team has completed work on a two-thousand square foot pre-engineered metal building that was installed between the Central Receiving Warehouse and the Center for Archaeological Research building. The new building was procured as much needed additional space for the Environmental Health, Safety, and Risk Management (EHSRM) Department and consists of three offices, four cubicles, kitchenette, restrooms, showers, locker rooms, and a small conference room. Space will be occupied by the EHSRM Environmental Protection and Construction Safety Division staff to include Richard Garza, division manager; Keith Kewley and Anastacio Alvarez, divisional coordinators, three safety specialists, two technicians, and up to six student workers. The building has officially been named Support Services Facility E (SFE).

Science Research Laboratories Roof Replaced

A three-month Facilities project to replace a substantial section of the roof at the Science Research Laboratories (SRL) will be completed in May 2017. The roof work included a new Modified Bitumen Built Up roof system, mechanical curb improvements, flashing, trim, and downspouts. The roof enhancements eliminated slope and run-off concerns by including additional and larger roof scuppers that aid in the shedding of water from the roof. The replacement of the SRL roof ensures researchers, staff, and students have the proper environment to conduct their research.

Facilities Leaders Awarded Continuing Education Grants

Congratulations to Belinda Dovalina (Director of Business and Customer Services) and Veronica Garcia-Lopez (Space Inventory Manager) for being awarded continuing education grants from the Central Association of Physical Plant Administrators (CAPPA). The grants are awarded to individuals who show potential for advancement in the facilities management profession and promote participation in CAPPA professional development activities.

Facilities Acts Fast to Restore A/C to MH Building

The Facilities Operations & Maintenance department quickly mobilized on April 20 in response to a failed 200 horsepower motor that runs an air handler unit servicing nearly one third of the McKinney Humanities (MH) building. Crews from the E&G and Research Zones collaborated to carefully remove the old unit and replace it with a new 1,500-pound motor (pictured). The team’s rapid response ensured that full air conditioning was restored, within hours, to this vital classroom building.

Thanks to the dedicated Facilities staff for their excellent teamwork and quick response during this unexpected event.

New Boiler Installed at North Thermal Energy Plant

Facilities recently installed a new 800 horsepower steam boiler at the North Thermal Energy Plant (NTEP). Steam is used throughout the Main Campus for building heating, domestic hot water (e.g. sinks, showers, and dishwashing), research lab sterilizers, and animal cage washers. This new boiler is expected to be operational in June and supplements two 1973 boilers, increasing the plant steam capacity by 33%. The new boiler and many other recent upgrades improve the reliability and efficiency of the NTEP and will serve the Main Campus for decades to come.

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So Many Kudos

Disbursements and Travel Kudos

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 have 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 upcoming travel!

Diane Pina
HR Training & Development

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Paul Goodman, Facilities

I want to personally thank you for meeting with our NASAD accreditation team. Your information impressed the team very much and your comments assured the team of our progress towards resolution of the darkroom renovation.

Knowing how busy you are, it was very generous that you spent such valuable time for our department’s renewal of accreditation.

Greg Elliott, Chair
Department of Art and Art History/UTSA

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Facilities Team

Air handler unit #8 that serves the McKinney Humanities Building (about 1/3 of it) failed because of its 200 horsepower motor. Crews from E&G and Research are working to replace the motor with a spare. The work is under way, and we anticipate completion in a few hours. I am very grateful to the work of many who were focused on this repair, which includes (at a minimum):

- Brent Tyroff (E&G)
- Eugene Alexander (Research)
- James Pendleton (E&G)
- Carlos Sandate (E&G)
- Ed Celaya (Research)
- Robert Lozano (Research)
- John Bray (E&G)
- Mark Edsall (Research)

Enos Jones, MSCS PE
Director, Operations and Maintenance

It’s not every day that a 200 HP motor is replaced. These folks just did one with excellent results and in record time. The customer probably did not even notice. The old motor shorted and its rotor coils were burnt. It is being recoiled.

Luis Borrero
Assistant Vice President, Facilities

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ITC ConTex Workers

The UTSA event hosted at ITC Thursday night went very well. The UT System (not just UTSA--the whole system) has entered into a collaboration with a large university system in Mexico, similar to UT System, to share ideas, resources, etc. The meeting hosted at ITC was the group’s first major gathering and afforded UTSA the opportunity to bring top officials from across UT System to ITC at a critical juncture when decisions are being formulated about funding priorities.

We know how hard you worked over the last weeks leading up to yesterday. You got the fountain looking good again, a new set of rugged banner poles installed along the bridge, the veranda cleaned up, the grounds looking sharp, new banners on the fences, and a great set-up for the event. We really appreciate your efforts. We know it wasn’t easy, and we know you have heavy workloads, so big kudos for your support. UTSA could not do it without you.

Can you pass our thanks to GCA Housekeeping and Grounds as well, please?

Aaron Parks,
MBA, PMP
Assistant Executive Director
UTSA Institute of Texan Cultures

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To Campus Services Parking Assistant Team

for support at Fiesta UTSA event and accommodating dignitaries and Fiesta Royalty’s parking needs

Thank you so much for always being there for us! You have an amazing team. :)

Edda Petiton
Director of Special Projects, Office of the President

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Purchasing and Distribution Services Kudos

I would like to take a moment to thank each and every one of you for your expeditious efforts in the review and evaluation process for Alex’s FLN Lecture Hall Renovation RFP. As you know this project is on a very constricted schedule and due to your efforts we have now reduced our schedule by almost a week! Thank you once again and keep up the good efforts.

Tyler L. Boehme, Sr. Project Manager
Facilities Engineering and Project Management
Welcome to UTSA/BA

Financial Affairs
Aimee Rodriguez
Fiscal Accounts Specialist I

Rowdy Exchange Training
Involved in purchasing? Sign up today for one of the two classes starting soon.

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
- Offered starting May 25

Rowdy Exchange Procurement Requester Training #CT0990
- For select group of employees who currently enter requisitions
- Learn how to purchase goods and services in Rowdy Exchange and enter all the required information
- Offered starting June 12, invitation only

Register here or email rowdyexchange@utsa.edu for more info.

Administrative Staff Honored at Annual Celebration
UTSA’s Administrative Professionals were honored at the 11th Annual Celebration of the Administrative Support Toolbox Series training program on April 26. This event, with a “Super Heroes” theme, was hosted by UTSA’s HR Training & Development department. It recognized 26 administrative staff who completed five courses including more than 17 classroom training hours. The celebration, held in the UTSA Recreation Center Texas Room, was attended by more than 50 administrative staff and guests from all around our tri-campus community. The date coincided with National Administrative Professionals Day, which takes place annually to recognize the vital contributions of administrative professionals throughout the U.S. The celebration included words of welcome and appreciation, refreshments, door prizes, activities, networking and more.

The Administrative Support Toolbox Series consists of five courses plus an orientation session that focus on UTSA administrative staff’s key functional areas. The courses provide a high level overview of the functions, services and resources of each area. More than 25 Subject Matter Experts from around campus present important information to class participants. The series runs continually throughout the year with one class offered each month. This allows UTSA administrative professionals to attend class when their schedules permit and to complete the series according to their own timelines. Because class information is updated each time it is presented, past graduates are encouraged to attend class as a refresher to stay up to date.

Kudos to Diane Pina, Trainer, Human Resources
Diane instructs Presentation Skills—Making a Powerful Impact, a three-part training series that provides tools for making effective presentations of all kinds. It provides participants with the opportunity to practice their new skills by having their presentations recorded.

Thank you, Diane!

I felt like I really learned valuable information that will improve my trainings/presentations. I thought the time frame and format was excellent. The collaborating with my peers was very helpful. I look forward to being in one of your future classes.

Amanda Garcia
Program Coordinator
Undergraduate Studies Support and Technology Services
Leadership UTSA Passes the Baton

As the Leadership UTSA wraps up for the year, the next cohort’s members have been selected. They are:

- Rosanne Gorny, Financial Affairs
- Kathleen Carter-Stiggers, Human Resources
- Jackie Ortiz, Business Affairs

Rosanne—“I’m grateful to Gary and Lenora for supporting my nomination, and I’m honored to have been selected to participate in the 2018 Leadership UTSA Program.”

Kathleen—“I am truly honored to be chosen by UTSA to participate in the Leadership UTSA 2017-2018 program. Kathryn Funk-Baxter (Vice President for Business Affairs), Barbara Centeno (Vice President of Human Resources) and David Diaz (Director of Employee Relations) have always been supportive of my professional growth opportunities, and this one further exemplifies that they believe in helping the VPBA employees reach their highest potential. I always say that ‘Growth is The Bridge, That Takes Us From Being Good, to Great!’”

Jackie—“I want to thank Kathy for always encouraging and supporting my professional development. I look forward to this opportunity to strengthen my leadership skills.”

Completing their year of service are Denise Moore, HR; Mark Parnin, Facilities; and Stephanie Schoenborn, University Police.

Stephanie—“I really enjoyed learning about the academic areas of the university. It is a side that we don’t see often, so that perspective was interesting and educational. Also, the networking and sharing of issues and ideas was invaluable!”

Congrats to our incoming and outgoing LUTSA cohort members.

2017 Texas Folklife Festival, June 9-11

The UTSA Institute of Texan Cultures will host the 46th annual Texas Folklife Festival. The ‘Runner will provide shuttle service to and from Downtown Campus for people working at the Texas Folklife Festival. Facilities has an extensive role preparing for this major annual celebration, committing 2+ weeks for set up and then another 2 weeks for tear down.

Friday, June 9 — 5 to 11 p.m.
Saturday, June 10 —11 a.m.-11 p.m.
Sunday, June 11, Noon-7 p.m.

CBMI Bound

Burt Reynolds of Campus Services and Steven Hale from Facilities were selected to attend the College Business Management Institute (CBMI). This is a three-year program sponsored by SACUBO. This year’s program will be held at The University of Kentucky in Lexington July 23 – 28. Burt and Steven will join returning CBMI participants Kristee Phelps, Diana Macias-Ollervidez and Carlos Gonzales.