**Message from Kathy**

I hope you all enjoyed your celebration of our Independence Day! I spent time in Oregon with my granddaughter, enjoying a wonderful (but not exactly relaxing) week away.

This is a busy time of the year in Business Affairs, as staff are improving the campus for the upcoming semester. Read about a few of the many goings on and remember to keep us posted on the work you’re doing to ensure that our new and continuing students have exceptional experiences during their years here.

-KFB

**UTSA Benefits Annual Enrollment is Happening Now**

UTSA Benefits Annual Enrollment is July 15 to July 31. This is the period when you may change your benefit elections and add, update, or remove dependents from coverage. If you want to enroll or re-enroll in UT FLEX plans, regardless of whether or not you are making any other changes to your benefits, you must enroll by July 31.

**Thanks to our employees managing their healthcare costs, there will be no increase in premium rates, copayments, deductibles or coinsurance.**

New this year for UT Select BCBS members is the MYEVIVE app. From July 15-31, you can help UTSA win “bragging rights” and a $1,500 charitable donation. Eligible employees, retirees, and covered spouses can participate in educational games highlighting our benefits during Annual Enrollment. Each unique player will count for a vote for UTSA. Watch the video then register at utbenefits.myevive.com or download the MyEvive app and use “tokencode utbenefits.”

Be a part of the winning team!

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

**The End is Near!**

Visit the Financial Affairs website for fiscal year-end deadlines related to Accounting, Budget, DTS, ProcCard/Travel Card and Purchasing.

**VPBA Search Update**

To identify the best candidate to replace Kathryn Funk-Baxter as VPBA, a search committee and search consultant have been named. They are collecting input about the requirements for the position in meetings with groups from across the university. Members of the Business Affairs leadership team have contributed to this research process. Interim AVP for Financial Affairs Sheri Hardison is a member of the search committee, which is headed by Provost Kimberly Andrews Espy, Ph.D.

“One emergent theme was the need for greater engagement and transparency in the search,” said Dr. Espy, who added two members from academic affairs to the search committee. Based on the feedback received, the search committee is updating the draft position description, which they will post on President Eighmy’s website in the next few weeks.

Look for updates to the search process on the VPBA website and social media as well as the President’s site.
Spotlight on... Emily Cleghorn

Senior Administrative Associate Emily Cleghorn spent her early life bouncing around the globe. The “Army Brat” was born in Washington DC and lived overseas then throughout the United States as her family was transferred. With her mother writing travel columns for the Stars and Stripes newspaper, she visited historical and cultural sites before she was old enough to realize their significance. When she entered high school, her father retired to civilian law enforcement near Fort Hood. Her mother became a newspaper editor with a popular editorial column about the youthful hijinks of Emily and her elder sister. She grew up in the bullpen of newspapers and learned a love of writing early on.

Emily began college at 16 years old, graduating from Schreiner University with a Bachelor’s degree in English and a minor in Computer Information Systems. She moved to San Antonio in 2003 and had two children—Robert and Isabella. She has worked freelance as a graphic designer and writer, while holding positions as a legal assistant, and administrative assistant at Southwest Research Institute and then Northside ISD. In May 2018, she joined UTSA in the Office of the Vice President for Business Affairs. Hers is the first face you see when you walk into Kathy Funk-Baxter’s suite.

Now a single mom, Emily spends most of her time outside the office chasing her children around: typically on ice. Both son and daughter are figure skaters with Olympic ambitions. Emily prefers a good book or a good movie when she has a chance to sit down. She still loves to write and paint murals in her spare time. Her children have wall-spanning murals of their favorite characters in their rooms. They have been featured in Huffington Post, Buzzfeed, and elsewhere after a surprise mural for her daughter went viral. Her entire nerdy little family can be found at almost every comic or anime convention in town, with both kids usually in costume as their favorite characters.

Do you want to be Spotlighted in a future edition? Have news to submit? Want people to know about the great work of your team or a BA colleague? Email Business Affairs Communications!

BA’s Behind the Scenes Support Helps ITC Put on a Great Show

Many of our Business Affairs employees contributed to the success of the 47th Texas Folklife Festival in June. While there are always challenges in this colossal cultural celebration—brimming with ethnic food, music, dance, arts and crafts—most problems were small and operational. Festival Director Jo Ann Andera sent out a heartfelt thanks to the people who made it happen, including many from BA.

Facilities provided technical support for set-up. The team supplied power and lighting to the sound systems at three of the five music stages. They also provided power and lighting for the vendors and ticket booths. This was no easy task, as each vendor had its own special power requirements. Facilities pulled this off gracefully, even keeping an antique propane stove running for the bread makers.

The team relocated picnic tables, hung banners and set up sinks. Facilities also set up centers for the many groups of volunteers. When the event finished on Sunday, June 10, DTC Facilities electrician Gilbert Perez and his team broke it all down at the end of the night.

UTSA Police Department’s ITC team, led by PSO Supervisor John Crunk and Captain Doug Sonego, helped keep attendees safe. John Crunk guided the event’s security detail with a strong commitment to smooth operations. Many UTSA Public Safety officers dedicated extra hours to keep watch over the guests. “PSO Crunk put in an enormous amount of time,” said Lt. Shawn Smith. “His commitment to our visitors’ safety was vital to the festival’s overall success.”

Jo Ann also sent a huge thanks to EHSRM’s John DeLaHunt and his safety team for working with ITC and the participants to have a safe festival. “John and his team are hands-on in working with us to produce a great event.”

ITC staff and volunteers maintained a positive and enthusiastic attitude during the "chaos." This was an amazing feat; they did a remarkable job with few staff members. The team provided substantial support throughout the festival’s three-day run and still found time to make the visitors feel welcome.

Jo Ann reminds us all that this year’s festival is not the last! Texas Folklife will continue next year for its 48th annual event, so mark your calendars. Thanks to the efforts of many BA employees, who exercised exemplary leadership and teamwork, the festival reflected positively on UTSA, delivering a wonderfully diverse Texas cultural experience to tens of thousands.
Kudos to HR’s Patty Martinez (Compensation Specialist) and Jeff Thomas (Compensation Analyst)

I really appreciate the professionalism and follow-up actions by Patty and Jeff recently as I was working to hire a new Associate Director in my office.

I was having some issues starting the hiring proposal and then continuing with the whole process to the end. They both rose to the occasion and assisted me so professionally. I could not have hired my new Associate Director in a timely manner without their assistance. They are to be commended for their efforts and their excellent customer service.

I know that so often all you hear about is the negative, so I really wanted to send you an email letting you know how appreciative I am for their outstanding service.

Appreciate my HR team!!

Lisa Carrington Firmin, MS, Colonel, USAF Ret
Associate Provost and UTSA Military Liaison, Office of Veteran and Military Affairs

Kudos and GPCC to Melanie Virgil

Melanie Vigil helped me create a positive change and experience for a customer. We creatively worked on the best approach, handouts and agenda to help our customer make better informed decisions and maintain a positive relationship with the customer and each other.

Thank you,
Elizabeth Corrales

Elizabeth (right) gave Melanie the “We Create Positive Change” card
Getting Enough Exercise?

The CDC lists eight important health benefits to exercise: controlling weight, reducing risk of cardiovascular disease, reducing risk of Type 2 diabetes, reducing risk for certain cancers, strengthening bones and muscles, improving mental health, and improving the ability to move through everyday activities.

Fewer than a quarter of Americans are getting enough exercise, based on federal standards. Only 22.9% of U.S. adults from 18 to 64 met 2008 guidelines for both aerobic and muscle-strengthening exercise between 2010 and 2015, according to a new CDC study.

Government guidelines recommend leisure-time exercise at least twice weekly. People should engage in “moderate-intensity aerobic physical activity for at least 150 minutes per week” or “vigorous-intensity aerobic physical activity for at least 75 minutes per week,” or any combination.

Rowdy New U is Here to Help

Get out of the office and join Rowdy New U and your colleagues every Wednesday for a 30-minute walk around campus. Use your 30 minutes of wellness time (see below) to join us at 9 a.m. on Wednesdays this month.

Stay up to date with UTSA’s wellness website at wellness.utsa.edu and follow Rowdy New U’s on Facebook; Instagram; and Twitter. They post useful health and safety tips along with exercise videos each week.

Learn about UTSA’s wellness incentive below.

Take advantage of the Leave for Wellness Incentive Policy in three ways!

UTSA’s Leave for Wellness Incentive consists of the three items listed below:

1) 30 minutes, 3 times a week for exercise
   -Must be used during work hours and must be approved by your supervisor.

2) On-campus wellness seminars
   -Without deduction in salary or leave time and must be approved by your supervisor.

3) 8 hours of comp time every 12 months
   -To obtain the 8 hours of wellness compensatory time, you will need to submit the three items below to leaveadmin@utsa.edu. You would use your sick time to go to the doctor for your physical examination, and then these 8 hours are for you to spend however you would like.
   The three items are:
   • Get an annual physical from your doctor and provide proof of your physical (do not include any medical information).
   • Perform an online Health Risk Appraisal (HRA) and provide proof. They are free. A common one is https://howsyourhealth.com/ (do not include any medical information).
   • Fill out the Application for Wellness Incentive – Additional Leave (available on HOP or in documents section of wellness website).

UTSA Leave will send you an email once they approve the request, and Payroll will send you an email once they credit your leave balances. Find the Leave for Wellness Incentive in the HOP 4.20, Section IX.T.
Budget Model Advice

Did you catch the panel discussion on incentive-based budget models on June 26? We got advice from executives of four universities using incentive-based budgeting.


Event Management Process Improvement—Training Starting Soon

A thorough review of UTSA’s event management process is underway. The Campus Event Partners committee, led by Student Union Events Management and Conference Services, held user group and collaborator meetings over the past three months to develop a streamlined process for securing meeting space and related services.

The aim is to ensure consistent procedures and to mitigate risk for the university. The cross-functional team is improving scheduling, reserving and booking space using space-scheduling software 25Live. The event process will use the university platform Rowdylink to collect all event details in one location.

The effort will streamline communication among areas to ensure a consistent review of every event. All information will be vetted and reported to the university for security and emergency preparedness.

Three sets of workshops will be presented to help inform staff and faculty who schedule space and support events about these improvements and the related policies to prepare us for this centralized event system. Register for a spot today at www.training.utsa.edu.

Rowdylink Training for Event Schedulers & Partners (CT0507)
Main Campus: JPL 2.01.22 side B
August 7 1:30 p.m.-3:30 p.m.
August 8 9:30 a.m.-11:30 a.m.
August 9 1:30 p.m.-3:30 p.m.
August 10 9:30 a.m.-11:30 a.m.

University Event Policies (AM0687)
Main Campus: Retama Auditorium SU 2.02.02
July 25 10 a.m.-12 p.m.
August 2 10 a.m.-12 p.m.

What’s in a Name?

A cross-functional team from throughout the university has been working since January to coordinate the official name change from University Center to Student Union.

“Monday, July 16, 2018 is the date when all updates will be completed to change the name of the University Center (UC) and HEB University Center (HUC) to the Student Union (SU) and HEB Student Union (HSU),” said Benjamin Perry, AIA, LEED AP, Assistant Vice President of Facilities Planning & Development/University Architect. Ben assembled more than a dozen university departments to coordinate the many aspects of the name change.

July 16 is also the date of the formal transition of the name of Physical Education (PE) Building to the Intercollegiate Athletics Building (IAB). See UTSA Today article.

For information about this transition, contact Ben Perry at x4935.

Financial Affairs reports that Capital and Controlled Assets assigned to the affected buildings will have the building names, associated with their asset locations, changed via a Mass Change Process. This will ensure that the Inventory Contact Persons do not have to make manual changes to their asset locations.
AstroTurf’ed

Facilities teamed up with the Recreation and Wellness Center to install replacement AstroTurf carpet on the east fields within the Recreational Field Complex. The project is going well and is expected to be completed by July 31, 2018.

Safer Walking and Riding

Facilities created two trails at “Rattlesnake Hill” for ease of access to and from the BK3 and 4 parking lots. Walkers and bikers now have a clear path from BK3 to the south side of the Rec Wellness Center and another to the athletic fields and Paseo.

“...were steep, narrow, and rocky,” said Ben Perry, Assistant Vice President of Facilities Planning & Development/University Architect. “These new mulch paths are wider, smoother, and less steep, offering safer passages.” Riders can pick up the new bike lane at BK 2 (see below).

Facilities Hustling to Help Us Walk and Ride Safely

Facilities Operations and Maintenance completed the new multimodal lane in BK 1 and 2 parking lots. It offers a safer pedestrian and bicycle connection from outer lots to the core of campus. The bright green path makes riders and walkers more visible to motorists.

UTSA bike riders can easily hop on the nearby Leon Creek Greenway, which offers 20 miles of paved trails that connect to an additional 65 miles of developed multi-use, accessible trails.

Improving Parking

As construction continues on the new parking lot in East Campus this summer, Campus Services is conducting maintenance on several parking lots at the Main and Downtown Campuses. Two examples are BK 4 and BK 5, which have recently been resealed and repainted.

Campus Services will place signs in the affected areas a few days in advance to communicate the need to locate alternate parking areas prior to closing the parking lot.

Remember to order your 2018-2019 parking permit!
Safety First

Keep Hallways Clear….and Safe

Corridors and hallways in campus buildings are shared community spaces that provide paths to exits and safety equipment. Material, including furniture, placed in hallways may create safety risks by blocking access to fire extinguishers, safety showers, electrical panels, and equipment controls. They also narrow or block passage for emergency evacuation.

To prevent accidents and maintain a safe campus environment, we must all share the responsibility of keeping corridors clear. Building occupants are best able to prevent the accumulation of dangerous conditions in exit paths, such as obstructions, slip/trip hazards, and hazardous materials.

Departments may need to store material in hallways and corridors for short-duration activities, like office moves, furniture upgrades, and installation of new equipment. Using shared community spaces for storage requires communication and coordination in advance with the appropriate campus departments: Facilities, Surplus Property, and Environmental Health, Safety and Risk Management (EHSRM).

- For help with space-use planning and with moving, contact the Facilities Services Center at x4262. Submit a work request to start either process.
- For help with removing university property that your department no longer needs, contact the Surplus Property Office at x6282. Submit a Surplus Property Removal Form to start the process.
- For help with corridor clearances and permanently placing equipment in corridors, contact the Fire Prevention program, in EHSRM at x5250, x4420, or x5808.

If access to exits or safety equipment is blocked or limited by material (including furniture), and you are unable to correct it yourself, please contact EHSRM immediately. If, upon evaluation, the condition in the hallway creates a safety concern, EHSRM will initiate corrective action through the department creating the hazard or the Office of Facilities.

- John DeLaHunt, MBA, ARM Risk and Life Safety Manager

Keeping Visitors Informed About Safety

UTSA Emergency Management staff introduced a new UTSA emergency alert option for UTSA guests.

They sent this flyer (right) to orientation and summer camp staff, inviting them to register for emergency alerts during their time on campus. Share with others.

For more information, contact Jacqueline Silva or Dr. Lorenzo Sanchez in Emergency Management.

UTSA Alerts – Emergency Notification System

As a UTSA guest, you can register to receive temporary emergency alerts while on campus.

How it works...
- Text UTSAGuest to 226787. You will receive a confirmation and welcome text.
- Registration for guest alerts expire after one week.
- Reply “STOP UTSAGuest” to cancel.
- Questions? Email beprepared@utsa.edu.
- Visit the UTSA Alerts website for additional information about emergency preparedness: www.alerts.utsa.edu.

Preventing Fires and Maintaining Safe Buildings

Facilities renovated the Sculptures & Ceramics Building to replace and/or install new audio/visual fire alarm devices throughout the entire building. This safety measure was designed to bring the building up to current fire codes specifications.
Capt. Stephanie Schoenborn to Lead Law Enforcement Association

On June 21, 2018, Captain Stephanie Schoenborn (left) was sworn in as president-elect for the FBI National Academy Associates of Texas by Christopher Combs, Special Agent in Charge of the FBI’s San Antonio Division (right). She will serve as president during 2019, guiding the organization’s direction and executive board activities throughout the year. This is the culmination of an eight-year commitment, including service as the San Antonio Region representative for four years and vice president for three years. Stephanie graduated from the 238th Session of the FBI National Academy in Quantico, Virginia in 2009.

“I fully support and am proud of Captain Schoenborn’s dedication and commitment to the FBI National Academy Associates, including this notable accomplishment of serving as their new president-elect,” said Gerald Lewis, UTSA Chief of Police and Associate Vice President of Public Safety.

“This is a remarkable achievement by Captain Schoenborn, who has already committed the last seven years to this prestigious organization and will continue doing so for the next year as the association’s elected president,” said Dan Kiley, UTSA Assistant Chief of Police.

UTSA Works to Reduce Drunk and Impaired Driving

Congratulations to UTSA PD’s Corporal Maranda Tupper, Officer Jesse Pacheco, and Officer Matthew Steinort for their tremendous efforts to reduce drunk and impaired driving in the UTSA community. These officers were recognized by MADD at their “Take the Wheel: Law Enforcement Recognition Event” for the San Antonio community. This is a tremendous honor and a job well done by all.

Corporal Maranda Tupper – “Outstanding Service Award” – Given to the officer for outstanding education and outreach efforts in reducing DWIs

Officer Jesse Pacheco – “MADD Hero Award for DWI Enforcement” – Given to the officer who leads the agency in DWI Enforcement

Officer Matthew Steinort – “Outstanding Rookie Award” – Given to the officer who has established a strong commitment to DWI enforcement within their first year of service.
Hydration Stations Quench Thirst for Student Success

Business Affairs’ efforts touch thousands of campus community members every day.

In the spring, members of the UTSA Student Government Association (SGA) approached VPBA Kathy Funk-Baxter about the possibility of installing hydration stations at the MH and MS buildings. They like the convenience of filling up their reusable bottles with cool, filtered water as well as the cost savings and the reduced impact on the environment.

This was a job for the Facilities Construction Team, which provides university departments faster, cheaper, flexible options for renovations and repairs.

The Facilities Construction Team Manager Roy Garza met with SGA Representative Kate Falconer to identify the number and locations of the hydrations stations. The organization requested that two units be installed on the second floor of MH and two units installed on the second floor of the MS.

Facilities managed the installation of four new hydration stations at the desired locations.

Hydration stations on UTSA campuses, first installed in 2014 and now totaling 39, have already prevented the use of tens of thousands of water bottles. Check out their locations on this map.

Sampling Water Quality

Brent Tyroff and Matt May installed monitors on the East Lawn and set up water quality samplers. This area will serve as an outdoor lab for the next year before the construction of a city grant-funded project to develop a water quality treatment facility. Read about the grant, whose acquisition was driven by Facilities’ Mei-Lani May with UTSA’s Department of Environmental Science and Ecology.

Planting Seeds for Learning

The Facilities Construction Team recently completed a 30’ x 60’ greenhouse for professors Janis Bush and Jeff Hutchinson of the Department of Environmental Science. The greenhouse features a clear wall and roof panels, a wet wall, vents, fans, lighting and tables. It is located in the BK5 parking lot near the Child Care Center.

Max William Hanners Honored with Endowed Scholarship

Susan Whitley established the Max William Hanners Endowed Scholarship to help students in the College of Sciences in honor of her husband Max’s legacy. The UTSA staff members met here in 1990 when she worked in the Bursar’s Office and he was a groundskeeper working toward his master’s degree.

Susan later became a business manager for our Office of Facilities, and Max was Assistant Director of IT, where he helped oversee construction on a range of projects including key components of the Downtown Campus, the Rec and Wellness Center, the Biotechnology Building, and the Science and Engineering Building. Read their story.

Learn how you can honor Max’s legacy.
UTSA Happenings

UTSA PD Introduces Intoxiclock to Inform Students about Drinking

UTSA PD participated in two alcohol and fireworks safety outreach events in June, where visitors tried out the PD’s new Intoxiclock software and bartender set. PD reps asked each participant to select an alcoholic beverage and to pour what each determined to be a serving size. They then measured the drink and let the person know if s/he over- or underestimated the serving size. The PD then used its Intoxiclock software to enter the individual’s weight, the standard size drink unit of the alcohol of choice, and the number of drinks consumed during the course of a night. The clock shows people how their blood alcohol content (BAC) rises with each drink and how long it takes to reach the 0.08 legal limit. They can then see how long it will take for them to return to 0.0 BAC.

Event participants then tried on a pair of drunk goggles that corresponded with their highest BAC of the night.

UTSA PD hopes to use this activity throughout the school year to reduce overconsumption of alcohol and car crashes.

Oriented Toward the Future

Business Affairs is well represented at the new student orientations happening this summer. At the UTSA PD table, future Roadrunners learn about the department’s basic services, such as Motorist Assist and Safety Escorts. They also download the UTSA Mobile App so they can quickly contact the PD in an emergency.

EHSRM team members offer information about recycling on campus, hoping to instill ecological instincts in our new students.

BA staff are among those promoting safe bicycling on campus during orientation. They discuss the bike registration process, trailhead to access to 65 miles of greenway and regional trails at Valero Way and UTSA Blvd, as well as the Bike Mobility Plan developed by Facilities’ Lani May.

San Antonio 1860s-1990s—Photographic Chronology from UTSA Special Collections

Opens Aug. 4 at the Institute of Texan Cultures

This ITC exhibit features historic San Antonio photographs that are part of the UTSA Special Collections.

The exhibit covers historic views of San Antonio, ethnic communities and culture, daily life, street scenes, family photographs, portraits, events, architecture, and UTSA history. It was assembled by UTSA Libraries Special Collections’ senior photo curator Tom Shelton and is a sanctioned Tricentennial exhibit.

| Firewood for sale in outdoor market on Military Plaza in front of Cassiano Brothers Store, around 1888.

San Pedro Avenue streetcar near the intersection of Alamo and Commerce Streets, around 1902—

Curator Tom Shelton
Facilities Staff Kudos

Comments from Candace Bass for work performed by Brent Tyroff.
(Request to partially dismantle KwikBoost charging station post to replace the power cable.)
Kudos to Brent for his timely response and repair of the electrical outlet.

(Request to tighten the KwikBoost charging station pole to the base plate in JLP 2.01.)
Another quick response from Brent! Thank you.

Comments from John DeLaHunt for work performed by Arthur Perez.
(Request for installation of new counter top and shelving in SFB 1.104E)
Art Perez was a great collaborator on this project. He knew what we could do well in house and rightly worked this scope of work through a contractor. He stayed in touch every step of the way, and met all his promises. It was a pleasure to work with Art on this project. Thanks!

Comments from Debbi Corley for work performed by David Holster.
(Reported lights were out in MS 1.02.08-H.)
Dave is always kind, professional, and is thorough and efficient!

Comments from Candace Bass for a quick turnaround on a cost estimate provided by Arthur Perez.
(JPL 3rd Floor - Cost estimate for enabling and disabling door locks, and installing window lights in a few doors.)
Art was extremely helpful in getting an estimate completed for me. I needed the estimate for a project in the JPL and time was critical. Art was able to meet with me about the project and get the estimate back to me in an extremely short amount of time. Many thanks.

Comments from Daniel Hawkins for work performed by Johnnie Harris, Arturo Rojas and Armando Alcala
(UC Catering Kitchen - Relocate lower stainless steel shelf. Move upper stainless steel shelf to add clearance.)
Great Job done by the Auxiliary staff. This was a last minute request with a short deadline, and they were able to finish in plenty of time.

Comments from Ruyan Guo for work performed by Martin Cantu and Kevin Gill.
(Plumber assistance requested to connect N2 gas cylinder to equipment.)
Thanks Martin!

GPCC to Financial Services’ Felix Abattam

When Nelson Interiors was on campus setting up new work stations, OIT was not called to reconnect the computers. Staff were at a loss for how to reconnect everything. Felix quickly came to the rescue and reconnected the cables to the computers, monitors and the network, allowing the office to be up and running much sooner.

GPCCs to Inventory’s Cassandra Porter and James Sumner

Both Cassandra and James provided prompt response for external auditors who needed to visually verify select capital equipment. The request came at 2:30 p.m., and Cassandra and James quickly coordinated efforts with departmental contacts to verify 100 percent of selected items by 9 a.m. the next day.

UTSA’s State Employee Charitable Campaign is right around the corner, and you can help!

Each year UTSA employees have an easy way to support their favorite charities. The SECC is the state program for workplace giving. While employees who donate through the SECC can choose to give to nonprofits around the country or even in other parts of the world, much of this giving remains local to help our neighbors and friends.

As in the past, we’ll be hosting an online silent auction. And this year, there is a twist. We are asking staff and faculty members to donate arts, crafts, services or time to be auctioned off to another employee. Now is the perfect time to consider how you can be part of this turbo-charged auction. Call with or send your ideas to Melissa May at x4204.