I want to again thank all of our volunteers who helped make the Business Affairs Celebration a success this past month. I hope you enjoy the pictures from the gathering on page 15.

It was timely that the new member of our office, Emily Cleghorn, could participate in the event and meet many of our wonderful Business Affairs employees. I hope you get to meet Emily and welcome her to our great division.

She, and all of us, were able to see first-hand our guiding principles in action, particularly how we value and empower our staff each year with a celebration of our great accomplishments.

We are now gearing up to lead the university’s State Employee Charitable Campaign. This program gives us an easy and effective way to demonstrate our commitment to “doing the right thing” for our terrific community. If you are volunteering to be an area champion, or are a member of the SECC President’s Advisory Committee, I thank you!

UTSA aims to raise at least $175,000 and to have more than half of our employees participate this year. For Business Affairs, I’d like to see everyone get involved in some way. While a monthly payroll deduction makes helping others simple, you may be more comfortable giving one time. Every amount improves the life of someone (or some animal!) in South Texas.

Perhaps you can also volunteer a skill or service or offer an item for the annual auction, which runs from October 1 to November 2. Many talented folks in the division can donate their time and abilities to help raise funds for our SECC goal. If you want to volunteer to help in this year’s campaign, please email StateEmployee.CharitableCampaign@utsa.edu

We can definitely use your assistance to get the word out, to donate items and services, and to help UTSA reach our giving goals.

With everyone’s support, I’m confident we will raise the bar on overall participation rates and funds raised for our community!

As the thermometer reveals, summer is almost here! I hope you are making plans to get in some beach or lake time, biking, hiking, exploring, or just enjoying these long days with family or friends. So pull out a lawn chair, grab a sweet tea, and read our June newsletter!
Spotlight on... Dan Kiley

Daniel J Kiley Named Assistant Chief of UTSA Police Department

With 44 years’ experience under his gun belt, UTSA Police Department Captain Daniel J. Kiley assumed the title of Assistant Chief of Police on June 1. Kiley became Assistant Chief of Police ad interim in September 2017 after the retirement of long-time Assistant Chief Daniel Pena.

“Dan Kiley will provide sound leadership in his position as Assistant Chief of Police,” said Police Chief Gerald Lewis. “The entire department congratulates Dan on his appointment.”

After more than 20 years in the Air Force, Kiley started at UTSA in 1996. Since 2007, Kiley served as UTSA PD’s Support Services Commander. In that role, he was responsible for the management and supervision of Accreditation, Communications, Community Affairs, Criminal Investigations, Evidence, Security Services, Training and Behavioral Intervention.

Congratulations Dan! Read full article.

UTSA PD Staff Promoted

In addition to Assistant Chief Dan Kiley’s appointment, Chief Gerald Lewis announced the following promotions within the UTSA Police Department, effective June 1, 2018:

- Promoted to the rank of Captain: Thomas Calucci (top right)
- Promoted to the rank of Lieutenant: Shawn Smith (bottom right)
- Promoted to the rank of Sergeant: Veronica Rangel (center)

“I want to wish each of them success in their new ranks,” said Chief Lewis.

GPCC to Krysten Pray

Krysten does all the posting of the special events overtime, so she works very closely with our officers and guards making sure events are covered. Sometimes this even means that she has to assign an officer or guard to work the event because no one would sign up.

I have had many calls that Krysten is a pleasure to work with and does an excellent job. Her excellent service to our department and others on campus is very important, and I’m very proud of her for doing so in such a great way.

Robin Sanders
Administrative Service Officer III

Four UTSA Police Department cadets graduated May 25 from The University of Texas System Police Academy 100th Basic Peace Officer Course. The ceremony featured remarks by Admiral (ret.) William McRaven, Chancellor, University of Texas System.

UTSA PD graduating cadets include Nicolas Carrillo (who graduated at the top of the class), Tracie Jones, Tiffany Marsh and Santiago Valdovinos. Attending in support of these new UTSA PD officers were Chief Lewis, Assistant Chief Kiley, Captain Sonego, Captain Schoenborn, Lieutenant Vega, Sergeant Crocker, Corporal Criswell and several members of the UTSA Honor Guard. Full story.
Anti-Terrorism Conference Gathers Law Enforcement Officials

On Monday, May 21, the UTSA Police Department held its fifth annual Anti-Terrorism Conference for Law Enforcement in the Flawn Building on Main Campus. UTSA coordinated with the State Attorney General’s Office, the FBI, and SAPD for this year’s conference. More than 200 local, state, federal, and military law enforcement representatives from throughout Texas and Arizona participated. They came to network, learn, and share information related to terrorism, both in the United States and overseas.

Among the topics covered were a terrorism threat overview and terrorism threats to law enforcement. Case studies included active shooter situations at Mandalay Bay in Las Vegas and Sutherland Springs, Texas, along with a discussion of domestic terrorism related to militias.

“The conference provides a network for all law enforcement agencies to share intelligence issues related to terrorism,” said newly appointed Assistant Chief Dan Kiley.

Kristee Phelps and Debra Villanueva participate in WPASA

Debra Villanueva from Financial Affairs and Kristee Phelps from Public Safety/EHSRM participated in Cohort IV of The Women’s Professional Advancement Synergy Academy (WPASA), May 20-22, in Downtown San Antonio’s Hotel Valencia.

WPASA was founded at The University of Texas at San Antonio in 2011. WPASA has since offered professional development and leadership training to three cohorts of faculty and staff in 2012, 2014, and 2016. WPASA have a total of 71 alumni.

WPASA has strengthened the culture of UTSA’s institution with the creation of professional networks to support a cross-section of women in higher education in developing their careers. It focuses on building professional talents, enhancing leadership skills, developing a pipeline of university collaborations and partnerships, and creating opportunity for mentor/sponsor relationships.

The WPASA model has been recognized beyond the UTSA campus. In October 2015, WPASA was featured as a best practice model at the UT System Advancing Women, Making Change: Best Practices Symposium.

Chief Lewis Awarded GPCCs to:

**Belinda Hernandez** (right): Creating Positive Change for beautifying the PD’s back patio. Belinda had the teakwood furniture power-washed and added umbrellas to create a nice lunch area. It looks inviting and is now a nice place to enjoy lunch and breaks on campus.

**Cordell Robinson** (left) and **Jessenia Skelton** (right): Partnering to Deliver Excellent Service for staying late on a Friday to ensure that labs in the Flawn Building were secured.

**Amanda Swaney** (left): Creating Positive Change for cleaning out our Supply Closet. It was quite a task, and we have all benefited from her taking it on.
Facilities News

UTSA-owned Artwork Must be Moved Only by Designated Staff

If you’re moving to another office and there is UTSA-owned artwork on the walls, don’t pack the art or move it yourself. If you want the artwork in your office changed, don’t take it down yourself. Contact the pros.

Art may not be removed from and moved within the UTSA campuses without advanced approval from the UTSA Art Collection Curator and the Capital Asset Manager. According to university policy, only authorized personnel designated by The UTSA Art Collection Department can pack and transport UTSA-owned art.

The UTSA Art Collection Department acquires, distributes and positions art for public display. They distribute art to the Main, Downtown and Hemisfair Park campuses for the benefit and enjoyment of all visitors, faculty, staff and students. (Texas Folklife Festival posters are not considered part of the collection.)

Attempting to remove artwork by unauthorized staff members can cause damage to valuable artwork and to the wall. If the positioning becomes insecure and presents a risk of damage or theft, the art curator should be notified immediately to have the situation remedied.

To determine if artwork in your area is university-owned or to make arrangements to relocate or secure it, call or email Arturo Infante Almeida, UTSA Art Collection Curator, at 210-458-4983.

Some collection pieces were recently on display at the VOZ Selections from the UTSA Art Collection, which closed on June 10. The art will be returned to our walls on campus soon.

Learn more about the UTSA Art Collection. Learn more about the UTSA Art Collection procedures.
Read the UTSA Art Collection guidelines. Download the UTSA Art Collection loan request form.

Writer Meets Writer

Did you see Facilities’ own Marcella Duran reading her poem at the BA Celebration in May?

This month, Ilna Colemere, M.A., COEHD Instructional Technology Coordinator, arranged to have Marcella meet with Dr. Carmen Tafolla (http://carmentafolla.com/). Tafolla served as Poet Laureate of San Antonio from 2012 to 2014 and Poet Laureate of Texas for 2015-16. The San Antonio native is an internationally acclaimed Chicana writer and a professor of Transformative Children's Literature at UTSA. Ilna coordinates the Erlinda's Wish Program, in which Marcella has participated for many years. Her email message follows:

It was a glorious exchange between poets! Dr. Tafolla read the poems Marcella had brought to share. While reading each poem, Dr. Tafolla complimented Marcella on her use of poetic license and ekphrastic form of writing. As she read, she was generous with her positive comments and recommendations. When she finished reading the final poem in the collection, she said, “Wow! This is great.” She kept 5 or 6 poems to review and provide feedback on. Marcella received counsel and guidance throughout the meeting. The rich exchange came to a close after about 45 minutes. Marcella received a signed book, books to read, a poetry book to add to her personal library, two jump drives with instructions for storing her poetry, and a promise to meet again.

I was privileged to witness the exchange between a literary giant and an up-and-coming poet. A good, good morning!

Kudos to Robert Menchaca:

We are very pleased with the work that Mr. Robert Menchaca has provided to Campus Recreation. Mr. Menchaca demonstrates accuracy with his work ethic and stays consistent with his job responsibilities when performing at Campus Recreation. Mr. Menchaca provides good customer service with courtesy and accommodations to our patrons, staff and faculty. Mr. Menchaca provides effectiveness and constructive knowledge with the maintenance experience that he has developed. The major part of the repairs that have been made by Mr. Menchaca have been very reliable and successful at the Campus Recreation. We appreciate the work and commitment of his time and his achievements. Thank You.

- Richard Rendon, Special Events & Maintenance Coordinator

Kudos to George Wurth, Ruben Cavazos, Gilbert Perez, and James Roe:

(regarding corrective maintenance work at Durango Building) The Downtown Campus Facilities staff were very responsive and provided great customer service.
Facilities & Campus Services Brighten Downtown Campus

The Monterey Lighting Project is now complete, and the results are better lighting for UTSA’s Downtown campus. The Monterey parking lot and the area directly outside of the Monterey Building received new lighting, including 17 parking lot lamps, 10 new LED wall packs, and the replacement of existing floodlights with LED lamps. Now every square inch of the lot is brightly lit.

The Office of Facilities collaborated with Campus Services to upgrade parking lot lighting in several locations on Main and Downtown Campuses and already observed significant savings as a result. For example, Resident Lot 3 and 4 and the Devine parking lot now have the same LED system as the Monterey Lot, and the University has seen a savings of more than $2,000 per year and 29,750 kWh per year. Additionally, the Tobin Avenue Garage, Ximenes Avenue Garage and Downtown Campus Garage have LED lighting with motion sensors resulting in combined savings to the university of an estimated $17,000 per year and 214,100 kWh per year. Based on the savings we have already seen, we anticipate this upgrade to lighting at the Monterey Lot will bring saving of another $800 (11,500 kWh), bringing the grand total to almost $20,000 per year (245,000 kWh).

“We appreciate the Office of Facilities for working with us to bring these upgrades to the students and employees at the Downtown Campus, and we look forward to more partnerships in the future,” said Burt Reynolds, Director of Services for Campus Services.

Kudos To:

Matthew Ruiz, Raul Garcia, and Michael Tillman, for event work performed at the Buena Vista Building, Downtown Campus:
Great overall experience, from beginning to end. Thank you!

Juan Sandoval for work performed at MS 3.01.16:
I really appreciated the detail and thought that was put into the job. What I loved about the service is that he made himself available to do the job when it was convenient for the office and, additionally, I received a wonderful suggestion to buy “furniture glides” for the desk to prevent any additional damage that could possibly occur. Thank you for everything!

Gregory Peyer, for event work performed at the HEB University Center/Student Union:
Greg really went above and beyond in providing the greenery for our University Life Awards Ceremony. He helped to arrange and organize the requested plants in the event space, and in order to ensure that our guests with ADA Accessibility needs were able to utilize the stage, he searched for piping that could hold back the ferns to allow an acceptable amount of walkway space without being visible to the audience. His help was greatly appreciated.

Respectful Behavior Recognized

Dear Dr. Eighmy,

A word of thanks and commendation of one of the university’s employees—a gardener—Gregory Peyer. My husband and I were guests of Dr. Catherine Clinton for the New Member Induction Ceremony, Academy of Distinguished Researchers, of which she was to be honored Tuesday, May 29, in the JPL Assembly Room.

We parked in Lot 2 as advised, and as we were wandering around trying to find the location, a nice young man carrying a large pot of Pittosporum asked if he could assist us. We readily accepted his kind offer. He took us to the President’s Office, offered us two bottles of water and escorted us to another building and the exact room where the luncheon and event was to be held. What a credit to your organization!

Please pass on my remarks and letter of commendation to his boss, Frederick Weidner, in Grounds Facilities. Mr. Peyer said he had been working at UTSA for 12 years and loved his job and the university.

We are “Hook Ems” from UT Austin in the 1950’s. My husband, Harry H. Brusenhan, was a life time member of the President’s Council, and a 1956 graduate of the College of Pharmacy where he served on the Dean’s Council.

Sincerely, Laura Moore Brusenhan
Facilities

Conversations on Science and Art
Mark your calendar for Conversations on Science and Art on Thursday, July 12, from 5:30 to 7 p.m.

The University of Texas Health Science Center at San Antonio and The UTSA Art Collection will host the opening reception for an innovative new exhibit in the lobby of the South Texas Research Facility, 8403 Floyd Curl Dr., San Antonio, TX.

Art specialist and UTSA Art Collection Curator Arturo Infante Almeida will exhibit the work of Air Force Master Sargent (Ret.) Cody Vance. Vance was recognized by the Department of Defense as Military Graphic Artist of the Year in 2007, 2008, and 2009. His background and experience, particularly his time in the military, provide a unique vantage point for the nexus of art and science.

"Cody is a very talented artist, and we really value the chance to showcase one of San Antonio’s own," said Almeida. The exhibit, which runs through Friday, August 17, 2018, features sculptures and paintings from Vance’s private collection.

UT Health Research hosts Andrea Gualdrida, Ph.D., Vice President for Research, and Jennifer Sharpe Potter, Ph.D., MPH are bringing together scientists, clinicians, trainees and residents for this discussion of science and art. The program is designed to foster dialogue about the crossroads between art and science.

Lani May Assists with Office of Sustainability’s Transition

Lani May, Facilities’ Senior Environmental and Real Estate Planner, will be temporarily assigned, half time, to support the university’s sustainability initiatives. In addition to her role in Facilities, Planning and Development, she will serve as a Sustainability Projects Manager in The College of Architecture, Construction and Planning, which now houses the Office of Sustainability.

This important role is paramount to the continued success of the UTSA Sustainability Program and our sustainability goals. Lani has been a strong advocate for sustainability and green initiatives throughout the campus community for many years. She has led efforts in sustainable transportation, with the development of the Main Campus Bicycle Mobility Plan, support of Bicycle & Pedestrian Safety programs, the City of San Antonio Zero Vision Program, and her outreach for pedestrian Safety at the Downtown Campus. Read full article.

Saddle Up Bikers!

Have you seen the construction in parking lots BK 1 and BK 2 lately?

Facilities, Campus Services and UTSAPD are joining forces to improve the safety and ease of biking on UTSA’s Main Campus.

Earlier in June, Facilities Auxiliary Zone staff removed old and installed new speed bumps in BK 1. Then this past weekend they painted striping in BK2 outlining the new biking and skateboarding zone there. The work will continue this weekend with the painting of BK1.

“We want to do more to expand bike connections and provide easy access to and from the Leon Greenway and the new UTSA Blvd. hike and bike path,” said Lani May, Senior Environmental and Real Estate Planner. “These new lanes are designed to better distinguish biking areas from driving areas.” A bike commuter herself, Lani developed the UTSA Bicycle Mobility Plan and is its chief implementer. “Future plans call for new bike racks and more curb cuts around campus,” she explained. “Talks are also under way for bringing a new bike share program to UTSA.” Read more about that in the months ahead.
On May 17, Business Affairs’ annual recognition event—now called the Business Affairs Celebration—filled the Main Building’s ground floor with fun and festivities.

The event recognized the past year’s accomplishments and milestones, while uniting employees from more than a dozen departments. This year’s theme was San Antonio’s 300th anniversary.

The hallway and auditorium were adorned with fiesta-inspired streamers, paper flowers and balloons. Volunteers handed each arriving guest a clear bag branded with the event logo and containing a BA Celebration passport. Then participants visited 11 tables with representatives and information from various UTSA departments and programs. They learned about various projects our fellow employees having been working hard on all year long.

At each table, guests got their passports stamped, and they loaded up their bags with useful info and colorful tchotchkes. Other tables were filled with brochures about local events and organizations around San Antonio. Guests dropped their completed passports in an orange bowl for a chance to win a special prize.

At the end of the hallway stood the Selfie Spot, where participants dressed—and saddled—up to take fun and goofy photos. Adding to the pre-event festivities were a San Antonio Rodeo roper and clown, who were colorful additions to many photos.

The event began with Vice President of Business Affairs Kathy Funk-Baxter greeting the audience and drawing for the passport prizewinner. She introduced the BA departments and asked UTSA PD members to stand in recognition of National Police Week. She then took a moment to thank our veterans for serving our country.

iHeartMedia’s David Munoz came on stage to help host the celebration. He immediately introduced UTSA Football Coach Frank Wilson. Committee member Joshua Gerkin read the instructions for our first game: Pigskin Pursuit. Frank rallied the audience to help UTSA score touchdowns. Volunteers tossed UTSA Cheer! tee shirts to lucky audience members.

David Munoz then described the Erlinda’s Wish Program, which offers English as a second language and computer courses for Facilities staff. Marcella Duran, a longtime member of the program, read her poem RootS.

During the second game, the Scavenger Hunt, the volume and zaniness amplified as two volunteers got help from the audience to track down items from the search list. Paty Sauer and Josh “directed” the chaos that ensued.

DJ and HR staffer Sal Hernandez provided the music and audio amusement. Nearly 30 employees won prizes, and more than 100 caught event tee shirts. Arturo Bocanegra, Disbursements & Travel Services Coordinator from Financial Affairs, won the second Passport Contest prize, drawn after the event (see P10). Our rodeo guests performed a few rope tricks, reminding us of the many ways San Antonio is truly worth celebrating.

Throughout the event, BA staff were recognized for notable accomplishments, including years of service, earning degrees, serving on key committees, and for their selection in awards programs like Celebrating Excellence, University Excellence Awards, and Regents’ Outstanding Employee Award. Special thanks to the committee (p 8) who organized and directed the BA Celebration as well as the 30+ volunteers who helped the activities run smoothly.

Viva San Antonio! Viva Business Affairs!
Business Information Services is committed to providing support for and to keeping the campus community informed about Enterprise Resource Planning and ancillary systems. Many of their efforts are now aimed at the rollout of eForms. The focus of BIS’s June SPOTLIGHT, eForms will continue to be a primary topic in upcoming editions as well. “We want to make sure the UTSA community has the tools and latest information available on this vital enhancement to our current PeopleSoft HR/ Payroll system,” said BIS Director Carlos Gonzales.

**What are people saying about eForms?**

“Love viewing all eForm documents at one time – search feature” | “Good print-out documentation”

“Ease of the system | “Copy is a nice feature”

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**Changes to Salary Encumbrances Process**

Salary or payroll encumbrances represent estimates on expected future salary expense. It is essential to track encumbrances so you can avoid overspending your budget. Encumbrances help predict cash outflow and help with your overall financial planning.

Beginning June 1, the Office of Budget and Financial Planning rolled out an update to PeopleSoft whereby estimated encumbrances for regular salaried employees will be processed weekly through the end of the fiscal year. Beginning in September, hourly employees’ wages will also be encumbered. Learn more at www.utsa.edu/budget then click “General Budget Guidelines” for the Salary Encumbrance communication and calculator.
Summer + Texas = Extreme HEAT! So let's understand what can happen to you. During periods of high heat and humidity, evaporation is slowed, and the body must work extra hard to maintain a normal temperature. Most heat disorders occur because a person has been overexposed to heat or has over-exerted themselves in these conditions. Older adults, children, and those who may be ill or are sensitive to environmental conditions may succumb to extreme heat.

Conditions that can induce heat-related illnesses include stagnant atmospheric conditions and poor quality. Consequently, people living in urban areas, like San Antonio, may be at greater risk from the effects of a prolonged heat wave than those living in rural areas. Asphalt and concrete store heat longer and gradually release heat at night, which can produce higher night-time temperatures known as the "urban heat island effect." Read more.

Kudos to Robert De Hoyos, Chris McMurray, Carlos Morales for work at the Business Building’s Market Place

Carlos Morales and Chris McMurray went above and beyond the call of duty to document the installation of this device and share that information with our partners on the Downtown Campus. Robert De Hoyos was at the epicenter of this partnership. Send a big thank you to all of them for us.

SAWS Moves to Stage 2 Drought Restrictions Effective June 11

On May 21, the City of San Antonio announced Stage 1 drought restrictions according to the San Antonio Water System (SAWS). Stage 1 goes in effect when the 10-day average of the Edwards Aquifer at the J-17 monitoring well drops to 660 feet or below. On June 11, SAWS moved into Stage 2 restrictions, when the Edwards Aquifer level reached 650 feet mean sea level at the monitored well.

In support of water conservation and environmental stewardship, UTSA campuses will water only on Mondays 7 to 11 a.m. or 7 to 11 p.m.

SAWS granted variances to permit the university to power wash, to operate the Sombrilla Fountain and to water special-use areas that include athletic and sports fields.

For information on UTSA's compliance with the drought restrictions, contact Facilities Service Center at 458-4262.

Visit SAWS' website for details on its Stage 2 restrictions and how you can help.
Financial Affairs

Hospitality and Entertainment Expenses Guidelines Updated

Recent changes were made to the Hospitality and Entertainment Expenses Guidelines that include raising the dollar amounts for some expenses. The per diem (per meal, per person) amounts increased to $35 (from $25) for breakfast/lunch/light refreshments; dinner was increased to $70 (from $55). Expenses for flowers were raised to $150 (from $100), including tax and delivery. All are only for acceptable business-related expenses, as outlined in the guideline.

There is also added clarification for approval exceptions and for entertainment per person dollar limit. View the full FMOG for more details, including specific guidelines on allowable and disallowed expenditures; reimbursement procedures and completing a Business Expense Form; serving alcohol; and account numbers that can be used.

Financial Services’ Ann Roberts to Retire after 29 years at UTSA

Ann Roberts, SIS Financial Accounting Manager, came to UTSA as a non-traditional student in the summer of 1988. She was a single mother pursuing her degree and working in the Financial Aid Office, where her 29 years of service started. Just before graduating in 1992, Ann was offered a full-time job as a Financial Aid counselor. Not long after, she joined USAA before returning to UTSA for good in 1993.

By 1997, Ann accepted a new position in Fiscal Services, as a Financial Services officer in the downtown Bursar’s Office for a few months before she moved to the Main Campus’s Fiscal Services Office. In 2003, Ann’s position shifted to the Office of the Associate Vice President (AVP) of Financial Affairs (she transitioned through three AVPs). Ann eventually returned to Financial Services to work under Gary Lott, Director of Financial Services and University Bursar, as an SIS Financial accounting manager

One of the biggest accomplishments she experienced at UTSA was the migration to Banner in 2002. Ann has enjoyed working at UTSA and with the people here. She is, though, looking forward to not working or having to buy a parking permit.

Of all the changes she’s seen at UTSA, Ann noted that the number of buildings is definitely the biggest. When she first came to UTSA, there were only four buildings. Now, she couldn’t tell you the name of every building on campus. “I used to bring my kids on campus when I was a student, and they would roam the campus...it was much easier to get around back then,” she said.

As she looks forward to retirement, Ann hasn’t made any big plans yet, but does plan on spending lots of time with her grandchildren—and, maybe moving her morning run to 6 instead of 5 a.m.!

Tomichan Johny Receives the Roadrunner Award

Congratulations to Business Intelligence Analyst Tomichan Johny, who was selected for the Second Quarter Roadrunner Award by the Controller’s Office. He recently received two Guiding Principles Collector Cards for ongoing projects.

He earned a Value card for his empowered behavior and the trust he generates through his actions when he responds expeditiously to handle requests.

"Tomichan is a great pleasure to work with and is very diligent and quick to respond,” said Diana Ollervidez, Assistant Controller, who nominated him for the award in part for his work to develop reports/queries for the Executive Travel Audit.

Tomichan also received the Partner card after working with Budget and BIS to create a Budget-to-Actual Report. As there had been no report capacity of this type, Tomichan worked with the team on the time-consuming and iterative process, which required a lot of coordination on his part.

Left to right: Javier Martinez, Tomichan Johny, Sheri Hardison
Congrats to Financial Services’ Felix Abattam

Congratulations to Financial Services/University Bursar’s Felix Abattam on the birth of his son Benjamin Chidi Abattam. Baby Ben was born on March 12 weighing in at 7 pounds, 13 ounces and 19 inches long. Benjamin is Felix’s first son, but spending time with his wife’s first son helped him realize his desire to grow as a family. The couple are overjoyed with the fact that Gabriel will now grow up with a little brother.

“We look forward to watching the boys grow as they learn from each other, and I welcome the journey,” said Felix. “I love my family with all my heart, and I wouldn't trade them for anything in the world. They bring out the best in me, and truly make me whole.” The happy couple wrote their new baby a poem:

Welcome Benjamin

A new baby to love and cherish
How lucky we are
To have a new one to teach the things in life that matter,
and those that don’t.
We just want to say
Welcome baby Ben, thank you
For all the joy you will bring us, as you grow.
We Love You.
Love Always, Dad, Mom and Big Brother

GPCC to Caroline Schneider and George Garcia

During Financial Services’ relocation from the Main Building to the Flawn Building, Caroline and George took the initiative to get common areas packed and ready for move out/in day. For their efforts, they earned Respect GPCCs.

GPCC to Rosanne Gorny

Rosanne took the initiative to single-handedly manage Financial Services’ relocation from the Main Building to the Flawn Building. She worked directly with movers, Surplus, incoming staff and other Facilities teams to ensure a seamless move. For her caring actions, she received a Respect GPCC.

Double Kudos to Arturo Bocanegra, Disbursement and Travel Services

I’d like to compliment one of your employees, Arturo Bocanegra, for the excellent guidance he provided in the last couple of weeks. Mr. Bocanegra helped me sort out my travel authorization concerns regarding two staff members who are traveling later this month.

I am new to my position and creating the travel arrangements for our department. Arturo reviewed the travel information I submitted and provided feedback to assist my learning on the expectation of travel. I appreciated his assistance. I now feel confident the two staff members traveling will have a smooth trip.

Arturo is amazing! I just wanted to let you know that he is very prompt and responsive. He is also super friendly and helpful.

Robyn D. Rigney
Senior Administrative Associate, UTSA Department of Public Safety-EHSRM
Managing Success

Financial Affairs/Controller’s Office Presents Year-End Workshop

Year-end workshops begin this month. Some are geared toward new employees and others to employees who just need a refresher class. Faculty and staff can register for the workshop through MyTraining.

New Employees — PS 209.02
June 15, 9–11 a.m. Main Campus UC 2.02.02 (Retama)

Refresher Class — PS 209.01
June 20, 2–4 p.m. Main Campus MH, 2.01.06
June 21, 9–11 a.m. Downtown Campus BV 1.338
June 22, 9–11 a.m. Main Campus UC 2.02.02 (Retama)

The workshop PowerPoint presentation and year-end calendar are available for download on the Controller’s website.

GPCCs to Sam Suwal, Christopher Valles and Sandy Givens

The UTSA Marketplace team was nominated for a Do the Right Thing card by Bruce Rudy and Kathryn Keeton in the Center for Professional Excellence (CPE) for perseverance in setting up a very complicated CPE UTSA Marketplace storefront.

CPE had very exacting demands and suggestions, including font, colors and design sheet changes. Sam, Chris and Sandy spent a lot of time on this process, culminating in the first CPE continuing education storefront.

UTSA Competes in the Big Leagues at San Antonio Sports Corporate Cup

On Saturday, June 2, 101 UTSA faculty and staff members competed and volunteered in the 7th 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 organizations 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.

More than 4,000 employees in teams from 82 San Antonio organizations participated. Companies were divided into four divisions, based on their size. UTSA competed in Division I and placed 18th out of 23 teams. Our competitors included HEB, YMCA, USAA, Rackspace, Valero, University of Incarnate Word and others.

Our Frisbee Toss team, which consisted of Kristee Phelps and Keith Kewley, placed 3rd in our division. The Football throw team, consisting of Tommy Fuentes, Paul MacDonald, Javier Gonzales, and Georgina Anguiano-Elliot, placed 4th. The UTSA team donated 551 pounds of food to the San Antonio Food Bank. UTSA did an incredible job competing!

Thanks to Paul Lozano, Freddy DeAnda, Joe Ortega, and Andrew Jackson for coming out to the event and grilling for our UTSA participants. A great team of volunteers helped to set up, take down, and staff our team tent. These volunteers included Sheryl Robisheaux, James Robisheaux, Rich Garza, Elizabeth Corrales, Dianna Olukotun, Juan Sandoval, Anastacio Alvarez, Veronica Longoria, Roberto Romero, Israel Falcon, Brian Montoya, 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!
Training for Success: Summer 2018 Class Schedule and Newsletter

HR Training and Development invites you to sign up now for summer classes, before they fill up! Browse the catalog or choose classroom training from the website and navigate to your class choices.

While the newsletter is subject to change, the website has the most current and up-to-date information. To view or print the newsletter, please click http://training.utsa.edu/documents/newsletter.pdf

Among the many courses offered this summer, HR and Emergency Management are hosting an evacuation emergency training June 26.

Please call ext. 4658 with any questions or concerns regarding HR courses. For technical issues, submit a ticket at http://training.utsa.edu/support.html. We look forward to seeing you in class!

OIT is also hosting several training classes throughout June. These trainings touch on programming and high performance computing. They’re open to students and staff. Learn more.

Physical and Financial Fitness

The Rowdy New U program has plenty of events happening all month long to help you kick it up a notch. Zumba is available to Rowdy New U members June 18, 20, 22, 25, 27, and 29 at the Institute of Texan Cultures. The Latin-inspired fitness dance classes are held from 5:30 to 6:30 p.m. at ITC’s Alliance Room, 1.01.03.

Stretch your legs with the Wednesday Wellness Walks. Walkers meet in front of the NPB at 11 a.m. sharp every Wednesday in June.

The final Naturally Slim chat group—available to Naturally Slim participants only—will meet from 11:30 a.m. to 12:30 p.m. Friday, June 22 at the Graduate School and Research Building’s room 2.122.

Grab your gym bag for “Free Fridays” weekly, sponsored by and at the Rec Center. Just show your ID to enter and to check out a bath towel.

If you want to get your finances in shape too, schedule a one-on-one appointment with an approved UT System financial planner. Visit www.utsa.edu/hr/YourPlan to view the schedule. If the dates and locations are not convenient for you, please contact the representative directly for alternative arrangements.

Welcome to Business Affairs!

Human Resources
Lawrence Bencomo
Human Resource Specialist I
Paul Vigil
Senior Instructional Designer

Facilities
Antonio Gomez
Painter
Kevin Gill
Plumer II

Business Affairs
Emily Cleghorn
Senior Administrative Associate

University Police
Rosanne McSweeny
Behavioral Intervention Specialist
Dante Baker
Guard
Lisel Rios
Police Comm Operator I
Sandra Herrera
Police Comm Operator I
Rochelle Evans
Police Officer II
eForms are Here!

**What are eForms?**
eForms are an enhancement to our current PeopleSoft HR/Payroll system that are starting to be used to communicate various Human Resource/Financial actions from the departments to HR/Payroll.

eForms streamline the entire process for completing and approving organizational, personnel and certain financial actions. This solution allows departments to create electronic forms within PeopleSoft that support Capturing Data, Approval Routing, Updating Data, Auditing, and Reporting. eForms eliminate the SharePoint-based process that UTSA has been using to date. Business processes will become more efficient and will result in more accurate data and take less time.

**How do they work?**
Department end users submit an electronic eForm, which resides in the current PeopleSoft application, to request HR and financial updates. The eForm is then automatically and electronically routed to the appropriate approvers to ensure proper approvals are obtained, then routed to the HR/Payroll/Budget offices for review and approval. Once the eForm has been through the “vetting” process, the data is automatically updated and saved in PeopleSoft. This solution is a win/win for everyone.

eForms may require slight changes to the departmental business processes, in that the individuals creating the eForm (i.e., Hires, Terminations, New Positions, Contract Pay, Funding Changes, Additional Pay, etc.) will need to understand both the functional area (Human Resources/Payroll) and the funding aspects as they relates to the Department Budget Table (DBT).

**How do I learn eForms?**
eForms are intuitive and easy to use. To ensure end users feel comfortable with the tool, HR is holding classroom training sessions prior to the planned rollout dates for each department.

**When will eForms be implemented?**
eForms are being rolled out incrementally through August 2018. This started in April 2018 with a pilot group consisting of College of Engineering, Athletics, Camps Recreation, and VPAFS. This group went live with eForms on May 2.

The tentative implementation schedule includes:
- **June 4-15**: VP Student Success, VP Extern Relations, College of Science, College of Architecture, Office of Information Technology, COPP, Library, Confucius Institute, Honors College, Institutional Effectiveness, Graduate School
- **June 18-22, 2018**: President Office, VPAA, VPBA, VP Strategic Enrollment, VP Student Affairs
- **July 9-13, 2018**: University College, VP Research, College of Business, College of Education, COLFA, VP International Initiatives.

For more information on eForms, contact Ron Golenski, Director of HR Information Tech Operations, at ext. 4255.

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**UTSA Benefits Annual Enrollment is Coming**

Benefits Annual Enrollment is the period when you may change your benefit elections and add, update, or remove dependents from coverage. The period runs July 15 to July 31, 2018.

HR Benefits Office will host its Annual Enrollment Benefits Fair on **Wednesday, July 11, 2018**.

- **MAIN**: 10 a.m. – 2:30 p.m. in the Business Building near the University Room
- **DOWNTOWN**: 10 a.m. – 1 p.m. Durango Building near River Walk Room

Three benefits presentations (two in English, one in Spanish) will be held at the University Room, BB 2.06.04, and another will be at the DB River Walk Room 1.124. Register online to attend a presentation: [http://training.utsa.edu/](http://training.utsa.edu/).

Stay informed by checking your email frequently and viewing the AE website [http://www.utsa.edu/hr/Benefits/AE.html](http://www.utsa.edu/hr/Benefits/AE.html).