September is National Preparedness Month (read page 7). We recently had an opportunity to show just how ready our division is to meet weather challenges when we faced potentially damaging rains and winds from Hurricane Harvey. I hope you had an opportunity to read about some of our division’s efforts to prepare the campus in the special edition of Business Horizons.

Today I read a letter from a student who thanks campus leaders and community for the Roadrunner Pantry. This food bank provided critical help when the student had to take in family members from Corpus Christi and needed additional resources. I try to buy a few items to contribute each month when my husband and I do our grocery shopping. It brought a smile to my face to think about how helpful that pantry has been over the past year. It’s comforting to know that our campus is ready to help people in need.

We also celebrated the opening of our new parking lots and have started our planning and preparation for additional parking locations. Since September is a month to concentrate on preparedness, it makes perfect sense to be planning for future parking needs. We strive to keep those services affordable for students, and that is why the new lots will be devoted entirely to commuter permits.

We delivered a few newly remodeled classrooms just in time for the nearly 31,000 students to start their fall classes. We also installed some new furniture and redistributed other furniture throughout campus. I’m so pleased that our students and visitors are using and enjoying it. But if you haven’t been around during class-change time, watch out! It can get pretty crowded in our hallways.

September is also a time to get your college football watching and nail biting done. We had the good fortune to travel to Waco to see our Roadrunners play on September 9. Talk about being prepared! It was another first for the team when they beat a Power Five school. Our players were definitely ready and lived up to the higher expectations placed on them after last year’s bowl trip.

My feet were sore from visiting with fellow alumni at the tailgate event and walking the length of the stadium several times. I stood for much of the game…and occasionally danced and jumped for joy too. I stood proudly at the end of the game during the playing of our alma mater.

I hope you get to a game this season. The team is great to watch, and their spirits are high—as were mine when I saw we are ranked #55 behind #54 A&M and #52 UT Austin.

We all need to consider how lucky we are to have been out of harm’s way when many in our own state came face to face with a hurricane, and our country has endured two major storms less than three weeks apart. If anything comes our way, it’s our job in Business Affairs to be ready…and I know we will be!
Rita Sutton: the Consummate Teacher

Rita Sutton joined UTSA in January 2006 as an Administrative Services Officer I in the Purchasing and Distribution Services Department. She was promoted three years ago to Administrative Services Officer III and also became the university’s Lease Property Administrator. She works closely with the department director, John Clifford, Ph.D., and is the go-to person for a variety of administrative services that include fiscal, budgetary and personnel matters, as well as other administrative tasks due to her resourcefulness and can-do attitude. Rita truly enjoys her job and the people with whom she works.

While not a San Antonio native, Rita came as soon as she could. She moved to San Antonio from Houston 30 years ago with her then-husband who was accepted to St. Mary’s University School of Law. She began her higher education career at St. Philip’s College, where she worked as secretary to the dean. After getting settled in San Antonio, Rita started her first teaching job at Horace Mann Middle School, where she taught 7th grade math. While a challenging grade to teach, she loved teaching and became a sponsor for a 7th-grade girls club.

She eventually returned to St. Philip’s College and worked in several positions, including working in the Title III grant program, tutoring students, teaching a prep class for nursing students and lastly, as a full- and part-time developmental math instructor for 15 years. Rita loved her time at St. Philip’s, especially working with single mothers returning to school. She saw them as very motivated – always the best students.

Rita moved on to the training field when she joined Kelly Air Force Base as a trainer. She led team-building classes and trained Kelly AFB teams in organizational development. She is Myers-Briggs Type Indicator certified and used those skills at Kelly and at USAA, where she also worked as a Corporate PRIDE Advisor.

Looking for a change of pace, but still wanting to stay in higher education, Rita eventually joined UTSA. While she continued to teach part-time after joining UTSA in 2006, she decided to stop teaching two years ago. Rita is a graduate of Texas Southern University, where she received a Bachelor of Arts in history with a minor in math. She also earned hours toward a Master of Arts in adult learning and higher education at UTSA. Rita is active in several organizations. She is a founding member of the San Antonio Chapter of the National Coalition of 100 Black Women. She has served as recording secretary and president of the organization, and she is now chair of the public policy committee. She is also an NAACP member, San Antonio Ethnic Art Society (non-artist member) and is the staff advisor for UTSA’s National Black Law Student Association, a new student organization.

Rita enjoys working in her yard and is a NetFlix binge watcher. Her current favorite is “Ozark,” which she calls “a good crazy show to watch.” She also enjoys British whodunnits and is a big “Game of Thrones” fan. Rita enjoys reading and trying new recipes. She likes the challenge of an unfamiliar recipe. And if you ever want to start up a long conversation with Rita, just bring her coffee; she becomes very chatty with coffee!

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

John DeLaHunt Sharpens His Red Pencil

UTSA’s Risk Manager and Fire Marshal, John DeLaHunt, has been serving UTSA for 10 years. John edited the third edition of the Environmental Compliance Assistance Guide for Colleges and Universities, now retitled to the Environmental Management Guide for Educational Facilities. He was also the editor of the first (2002) and second (2008) editions. The guide is a partnership between APPA (Association of Physical Plant Administrators) and CSHEMA (Campus Safety Health and Environmental Management Association).

John describes the circumstances and his talents that lead to this project. He can easily read and understand regulations. And he has enjoyed writing since attending a short-story writing institute while in college.

The guide is a collection of 37 legislative and regulatory summaries addressing requirements found in eight major federal environmental laws, a 29-page narrative on program establishment and management, and a matrix cross-referencing the summary topics with campus areas of operation. The new edition features a much more proactive posture and includes guidance on best practices in addition to hard truths about what law requires for compliance. New content includes summaries on managing electronics waste and waste pharmaceuticals, the new Subpart K option for higher ed laboratory waste management, nanomaterials, and polychlorinated biphenyl spills on building materials. The narrative now includes content on due diligence on property acquisition, regulatory awareness, and expanded content on program audits.

The Guide is available from CSHEMA (info@cshema.org) or APPA (Link). All proceeds go to the two associations.
Welcome!

Environmental Health, Safety & Risk Management
Natalie Metzger
Safety Specialist I

Human Resources Services
Raegan Williams
HR Program Coordinator

Financial Services
Mario Oliveira
Office Assistant I

Campus Services
Emily Millman
Parking Garage Attendant

Jonathan Cortez
Parking Services Assistant II

Sign up for fall training sessions for your professional development!

NEW for fall 2017:

Classroom:
- Accountability: Four Steps to Personal Success (SD 619) Based on the bestselling book The Oz Principle
- Email Phishing Scams – How to Avoid Them (SD 621)
- Enhanced Focus to Increase Productivity (SD 620)
- Team Development – From Good to Great (SU 593) for supervisors

Online:
- Introduction to the Chart of Accounts (PS 210)
- Approval Workflow Process: Non-Purchase Order Vouchers (PS 305.01) new and improved

For a listing of hundreds of training opportunities for all UTSA employees go to: www.training.utsa.edu or call 210-458-4658

PLAN AHEAD!
The Holiday season will be here before you know it.

HR recommends that all managers encourage their employees to submit their vacation requests starting now to determine departmental coverage for the Thanksgiving and Winter holidays, to include the skeleton crew days in December. Please refer to the UTSA Holiday Schedule.

As always, all employee requests for leave during the holidays are subject to business needs and management approval. Taking action early can help departments provide needed coverage, minimize disruption and provide employees the opportunity to plan ahead.

Employee Assistance Program Offers Onsite Counseling Services for Employees

As a reminder, EAP onsite counseling services are available at the 1604 Campus and the Downtown Campus. To schedule an onsite counseling appointment, please contact Deer Oaks at 1-866-EAP-2400.

An Employee Assistance Program is a confidential benefit that includes short term assessments, counseling, prevention/education, crisis intervention, and referrals. Most employees experience periods in their lives they find stressful or overwhelming. Perhaps there are times that you may experience depression or anxiety stemming from work, family, legal, financial, or health-related problems. Deer Oaks EAP Services is here for you.

For additional information, please visit the Employee Relations website.

Share the ride...and the cost
Share the cost of one permit with up to three coworkers. Save money, time and hassles. Register to enjoy the benefits of a UTSA Carpool. Carpooling in the Alamo City area offers even more incentives. online. Please take our carpool survey.

Learn about other methods of transportation here.
Kudos to Rowdy Exchange Team

Just wanted to say thank you and the team for all the work on Rowdy Exchange. We submitted a couple of items yesterday and the staff LOVE Rowdy Exchange. There was a small issue with one requisition getting moved forward in workflow but that was resolved quickly and the requisition was approved and PO generated. As the approver and reconciler for the Dean’s office, the information provided in the request to approve a requisition could not be any better, it has all the needed information to complete the action.

Kirstin Wilsey
Assistant Dean of Finance, College of Engineering

Kudos for Fiscal Services’ Becky Galvan

Just wanted to give a huge thank you to Becky for all of her help on August 15, 2017. She was very instrumental in directing me to complete my tuition payment. I greatly appreciate the time and attention she took in this matter. Again, kudos to Becky for all of her wonderful help. We couldn’t have done it without her.

Tyler Colson (Student), Lisa Colson

Kudos for Payroll Services’ Elizabeth Ortiz

As a UTSA retiree, I recently had the good fortune to be served by Elizabeth Ortiz in my need for some historical information regarding my pay. Elizabeth was truly efficient — one of the most efficient I’ve ever had the pleasure of working with. She not only provided me with the needed information in a very timely manner, but was also presented a most professional yet warm and serving demeanor. She was a joy to deal with regarding my issue! Please give her a pat on the back for me.

Deborah Schueneman
UTSA Retiree

Kudos for Fiscal Services’ Angelique Gregory

Thank you for exemplifying the Guiding Principles of Respect for Others and Doing the Right Thing. As you can tell from the student’s comments, she was very appreciative and will remember this kindness when she thinks of Fiscal Services and UTSA. Thank you for showing compassion to our students and going above and beyond!

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

Kudos for Payroll’s Rosa Casas & HR’s Veronica Longoria

Thank you for your assistance during the recent Teacher Retirement System (TRS) higher education audit pilot project. Your team provided invaluable information and expertise to help us develop an audit program for internal auditors at higher education institutions that will be used to validate information and payments submitted to TRS.

Thank you and your team also for your prompt responses to our questions and documentation requests. Because of you, this pilot project was successful. If we can be of assistance in the future, do not hesitate to ask.

Amy Barrett
Chief Audit Executive, Teacher Retirement System

Kudos for Fiscal Services’ Selena Jijina

I wanted to take the time to commend you for staying after hours to assist a student with a book loan. Your actions are consistent with our Guiding Principles of Respect and Doing the Right Thing. Although, you didn’t have to wait past 5 p.m., this kind of service reflects positively on you personally, Fiscal Services and UTSA. Thank you for providing service in concert with our Guiding Principles.

Gary K Lott, C.P.A.
Director, Financial Services & University Bursar
Kudos to Frank Salinas, Central Receiving

Just wanted to let you know of the VPBA Guiding Principles award Mr. Riker handed out to an awesome member of your staff, Frank Salinas (pictured, on left).

He was acknowledged for his great cooperation during a short notice request to pre-position a forklift and pallet jack at the ITC center the evening of 1 September. The forklift requested could not be higher than 6.5 feet, however all the units available on campus were over 7 feet tall.

Without delay Frank offered his electric pallet jack and assured us that it was rated up to 4,000 pounds. He also suggested that by properly pre-locating the equipment we would be able to do what a 6-foot forklift would do.

Bottom line: The equipment was delivered on time, and the task was completed as planned. And for his can-do and partnership attitude we thank and salute Frank and your department.

Luis A Borrero, PE, Assistant Vice President for Facilities O&M

Kudos to Emergency Management

I want to send out lots of KUDOS to Lorenzo and Jackie for keeping the campus community informed about Hurricane Harvey. While Hurricane Harvey didn’t have much of an impact on San Antonio, the reality is that no one knew what the impact would be! Lorenzo and Jackie truly modeled the Business Affairs Guiding Principles of REPECT and CARE for all of the students, faculty, staff and UTSA tri-campus community, by providing important information(24/7!) to keep all safe, as well as to communicate important information regarding the path of Hurricane Harvey to be better prepared.

Lorenzo and Jackie’s dedication, professionalism and expertise are greatly appreciated by all!

Judy Verdon
Lead Training & Development Specialist

Kudos to Dennis Layman

Dennis Layman wrote two queries for production that returns the chartfield string associated with each line on a travel authorization and expense report. This saves approvers time because they can now run the query to see the cost centers being charged instead of clicking on Details and Accounting Details on each line.

The query names are UTS_TE_TA_ACCT_LINE and UTS_TE_ER_ACCT_LINE.

I wanted to thank you again for the query you created. You have no idea how many hours this is going to save on our end. We really appreciate your time and effort.

Rubina Saya, CPA
Assistant Dean of Fiscal Administration
College of Business

Samuel Kulbeth, UTSA-PD

I’d like to recognize Samuel Kulbeth for his amazing efforts at organizing the Bike Repair Workshop and staffing the repair station and table from 11 a.m. to 3 p.m. (even with his full shift starting at 10 p.m.).

He coordinated the event and staffed it alongside our colleagues in Campus Rec’s Outdoor Pursuits. I was out there for a while, and the flow of traffic was steady with numerous people having their bikes worked on, registered, and engraved with their driver’s license numbers.

By my gauge, it seemed like a tremendously successful event. The Paisano came out to cover the event and stayed to talk to organizers and others.

Giant Kudos to Sam!

Melissa May, MA, APR, Director of Communications for Business Affairs

“Officer Kulbeth has taken the UTSA PD Bike program to another level with his dedication to help the officers and the campus community.”

-Sgt. Eric Weber
Facilities

**Investing in Facilities' Invention**

On August 10, Dr. Christine Burke, UTSA Director of Commercialization and Technology Transfer, informed Facilities of a $6,500 Tech POP grant being awarded to staff members Matt May and Brent Tyroff, who developed the APPA award-winning Portable Variable Frequency Drives.

They used the money to purchase parts and equipment to improve their design.

(see more on p10)

**Portable VFD**

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**Equinox Festival Sept 22**

Business Affairs, TSERI and colleagues from throughout UTSA are teaming up to present the Equinox Festival, Sept 22, on Main Campus. Check out the high-powered speakers, including Mayor Ron Nirenberg, EV car exhibit, tabling from UTSA and community groups, voter registration, research posters, and more!

Come see the many ways we are working to improve UTSA’s sustainability and the South Texas environment. Bring a donation to Roadrunner Pantry!

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**Kathryn Pearson: Project Manager and Collector of Cool Stuff**

With a bachelor’s degree in Engineering from Texas A&M and years working at TXDOT, Kathryn Pearson joined the UTSA community in September of 2007. Now director of institutional projects, Kathryn has one of the most creative work spaces in UTSA. Her office in BSA is filled with mementos and memories from Facilities projects throughout campus.

Serving as the base of a table, a bright red fire hydrant sits between two leather chairs. Kathryn and her team had to remove it while reconstructing the Chaparral Village apartments. On one of her walls, Kathryn has a UTSA football helmet stamp they removed from an old coach’s trailer. Over her door, she has letters that spell out “I Can,” which she retrieved from a campus wayfinding project.

A treasure trove on her shelf contains some “cores”* from UTSA’s Main Building, an old-school survey rod pole, a survey transit lining, an old Convocation Center score board number, a bag from a Burger King that used to be on campus, a flyer from the first Starbucks ever installed at the UC, and an Astroturf sample from the UTSA football field.

As a result of her search for cool swag, Kathryn discovered UTSA’ Surplus Inventory Department 10 years ago. One day she noticed a group of men placing big leather chairs from a campus building into a truck. She quickly approached them and asked where they were headed with the furniture. They told her “to Surplus.” Kathryn immediately requested that, instead of taking them to Surplus, they deliver them to her office, and sure enough they did.

Kathryn’s office is open for tours from 8 to 5 weekdays.

*Kathryn’s souvenir from the new Large-Scale Structural Testing Facility project is a core from the asphalt. “We core to perform some tests, and my staff asked for the cores back. We all want the reminder to never give up!!”

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**Returning Vet Feted**

Facilities held a breakfast celebration on July 27 to honor David Toscano, project coordinator, who returned to work his year-long military deployment.

David and all the Facilities team were elated that he is back with the UTSA Facilities family. We thank him for his service to our country. We certainly missed him, and we are so happy that he is back home safe!
Preparedness is Everyone’s Responsibility

September is National Preparedness Month! In light of Hurricanes Harvey and Irma, the UTSA Office of Emergency Management encourages everyone to continue investing in your emergency preparedness efforts...keep the momentum going! If you follow the simple measures outlined in this article, you’ll be prepared to act when emergencies impact you.

First things first: prepare an emergency kit! To respond to any type of emergency, you are advised to put together emergency kits for your home, car, and office/workplace. Items to include in your kits include water/sports drink, snacks, medications, first-aid kit, important documents, clothes, flashlight, batteries, cell phone charger, and personal hygiene products. You can download an emergency kit checklist on the Texas Prepares website.

Next on the path to preparedness is to develop an emergency plan. Your plan should include emergency contact information, phone numbers of emergency services, important personal information for emergency responders (medical allergies, doctors, etc.), emergency procedures, and other basic preparedness information. Every campus department should develop an office preparedness plan as well, to include call tree lists, evacuation routes, shelter-in-place procedures, and campus resources and numbers. You can make your own personal emergency and communications plan on the Texas Prepares website (link above) or visit the UTSA Campus Alerts website (www.alerts.utsa.edu) for more information. Lastly, stay informed! Know the hazards that surround you at all times, and learn about how you can respond to different types of emergencies. Listen to the news, monitor weather conditions, research local threats, and most importantly, share this information with your family, friends, and coworkers. Check your registry with UTSA Alerts (emergency notifications via text, voice, email) by logging in to ASAP, clicking on the personal information tab, and selecting the UTSA Emergency Notification System.

Together, we can build and sustain a safe campus community. For more information on emergency preparedness, visit the UTSA Campus Alerts website at www.alerts.utsa.edu. Questions? Contact the UTSA Office of Emergency Management at (210) 458-6851 or email BePrepared@utsa.edu.

Keep on Biking

The UTSAPD and UTSA Outdoor Pursuits have been partnering to teach and assist students, staff and faculty in basic bike repair. The first Bike Repair Workshop was held in the Sombrilla on August 31. Others are scheduled for Sept. 14 and possibly Sept. 28 and Oct. 12.

Everyone is welcome to bring a bike and a friend or just their interest. Basic tools and supplies are provided. People register their bikes with UTSA on site. They also get their driver’s license number engraved on their bicycles to make them less attractive to steal and more likely to be recovered. The team from the PD and Rec Center provide practical giveaways and raffle prizes as additional incentives to come by. Watch the Paisano’s “How To Properly Lock Your Bike” and “Bicycle Repair” videos featuring Sam Kulbeth.

Left to right: Dewey (Gotta Ride Bikes on 1604 west of Military Highway), Officer Samuel Kulbeth, Nestor Falcon (coordinator, Outdoor Pursuits), David Smith (Campus Rec Center)
Safe Walk 2017

On Wednesday, Sept 6, a cross-functional group of staff and students met to identify ways to improve campus safety.

The Safe Walk brought together members of various departments within Business Affairs (VPBA, Public Safety – Police & EHSRM, and Facilities) as well as the Student Government Association to examine the safety of Main Campus at night. The walk identified areas that may need safety enhancements, especially at night.

Lighting, environmental design, and other safety aspects were reviewed during the walk. Work orders for items that can be handled immediately were submitted.

Items that may need further study or funding were documented and prioritized.

Similar reviews are conducted regularly by Facilities’ Assistant Director of Utility Operations James Jinks, who participated in this walk (read below). Multi-departmental Safety Walks will be held at least annually going forward.

Ongoing Campus Safety Monitoring

Facilities maintains more than 1,000 combined street and parking lot lights and over 2,400 exterior building lights at the Main Campus. The common types of lighting problem we deal with include burned-out lights, faulty lighting timers, and electrical shorts created by lightning storms.

The Facilities, Utilities Operations Section conducts monthly inspections of all campus street lights, parking lot lights, and exterior building lights. The inspection results are used by Facilities Service Center and the Maintenance Zones to generate work orders and to schedule the replacement or repair the burned out lights. It should also be noted that we partner with the Campus Police and Campus Services to identify lighting issues across the campus. They routinely report any problems they find to Utilities Operations and/or the Facilities Service Center for corrective action. Maintaining the campus lighting is an important component to helping maintain a safe environment for our students and the whole university community. We all take this responsibility seriously.

James Jinks, Assistant Director of Utility Operations, Facilities

Kudos to Cordell Robinson, Access Control Assistant 2, Public Safety

I just wanted to let you know how much I appreciate the awesome customer service provided by Cordell Robinson. He is always helpful with any of my requests and is always happy to answer my questions.

Thank you.

Lorelei Fogel Hammargren
Administrative Services Officer II, OIT

CALEA Accreditation: The Accreditation Department would like to thank everyone for their contribution to a successful onsite assessment visit from our CALEA assessors, Chief Judith King and Chief Timothy Potts. A primary requirement of the reaccreditation process is that we provide documentation to “prove” each section of the department continues to be in compliance with department policies. Based on the assessor’s comments, your professionalism, dedication, and commitment to this process is evident. Each of you contributed in different and significant ways. Whether you scheduled maintenance or cleaning crews, provided important data for analysis, reports and CALEA tables, assisted with the assessor’s access to offices and the internet, etc., your input was invaluable.

We would also like to thank OIT, Campus Services, and the university’s Communications office. A special thanks to Facilities for their excellent customer service in meeting our requests in a timely manner. Our freshly polished floors, painted walls, and clean carpets made a great first impression.

Thank you to Kathy Funk-Baxter for her continued support of this department. A very special thank you to President Reyes for attending the CALEA Public Information Session and for addressing Chief King and Chief Potts on behalf of the university. President Reyes spoke highly of the UTSA Police Department. It is clear he has a genuine appreciation for all that each of us do and for our commitment to the safety and security of our university, as well as to the accreditation process.
New Year, New Parking

The Devine Lot and Resident Lot 4 opened for the start of the 2017-18 academic year, adding Resident, Reserved, and Employee A spaces. In addition, Campus Services reallocated parking in various other locations, providing Commuter spaces in Barshop 1 and 2, as well as much-needed Employee B spaces in Bauerle Road Lot 3. To help educate the campus community about these changes, Campus Services placed directional signs near each parking lot for the start of the semester. For an updated campus map, visit utsa.edu/parking. In addition, to alleviate traffic and parking congestion, Campus Services offers temporary remote parking at UTSA Park West. Learn more here.

Roadrunner Café Remodel

Visit the Roadrunner Café to enjoy a delicious meal and check out the updated space! The Roadrunner Café sports freshly painted seating areas in bright new colors as well as stylish and comfortable new furniture. Old furniture was repurposed and distributed across campus, and crews power washed the entrance and patio.

It’s Peanut Butter Parking Time!

Thanks to everyone who participated in the third annual Peanut Butter Parking Campaign! In partnership with the Student Government Association and the San Antonio Food Bank, Campus Services collected peanut butter as payment for eligible parking citations. All donations will go to the San Antonio Food Bank, which is currently in emergency response mode due to Hurricane Harvey. While the time to pay eligible citations has passed, Campus Services will continue collecting donations without citations through Thursday, Sept 21 to benefit the Food Bank’s Hurricane Harvey relief. Final donation totals will be announced soon.

Campus Services InService

Campus Services recently hosted its annual InService, celebrating achievements from the past year and setting goals for the future. Kristee Phelps and Shannon Marquess from the Office of Environmental Health, Safety, and Risk Management joined the event to provide tips on staying active and improving wellness in the workplace. Campus Services extends a thank you to UTSA Dining for providing complimentary breakfast and lunch. Thank you to everyone who participated!

Gift of Life

The recent blood drive hosted by the South Texas Blood & Tissue Center and Student Health Services came at an opportune time, collecting donations to aid Hurricane Harvey relief. To accommodate the Bloodmobile and its customers, Campus Services validated garage parking for off-campus customers who donated to the Bloodmobile during the week of August 28, 2017. Learn more about the South Texas Blood & Tissue Center here.
Kudos to Facilities Work Control

I wanted to give a big thank you for the 3 work control crew who came out this morning for the move order PP-2173976 for the excellent and prompt service they provided.

Please let them know how much they’re appreciated.

Thank you,
Patsy Arevalo
Equal Opportunity Analyst
Office of Equal Opportunity Services

Kudos Ray Rios, Facilities

I want to extend my gratitude for stepping up and expeditiously taking care of our request. Ray Rios, who I have worked with before, took care of our request just as was promised. It is very productive and pleasant to work with reliable and efficient folks, especially right now during crunch time.

Kudos to Ray and his team.
Brenda Lujan, M.A.
Administrative Services Officer II
Mathematics Department

Kudos to Bruce Tingle, HR

Thank you so much!! This was a great presentation and we all learned a lot. In my role it really helped the 30+ managers to understand there is a reason for our strict process management of this yearly exercise. Once again, thank you.

Vanessa Hammier Kenon, Ed.D.
UTSA Office of Information Technology

Kudos to Roland Zavala

I wanted to pass on kudos for the work and customer service Roland provided. I submitted the customer survey form and provide very positive feedback. I just want to ensure he gets credit for it. His work was impeccable, he kept us informed during the whole process, and it was completed very quickly.

Thanks Roland!!!
Brent League
Director of Research Computing Support and Innovative Services

On receiving recognition for his one-year anniversary at UTSA.

You made my whole day! Thank you so much. It has been a true honor for me to serve the people at UTSA and representing UTSA. I love it here and look forward to many future years helping to create a positive change, partnering in providing excellent customer service, caring and respecting everyone I meet, empowering all the staff around me and most of all doing the right thing. I am grateful for many things, one is having a super boss, Matthew May.

Second, being mentored by HR with all the classes I attended and the great advice and training they provided. And last, I thank UTSA, Matthew May, and all of the outstanding people in Facilities (Mr. Jones) who hired me because they believed in me. I am forever grateful.

I cherish every moment at UTSA. And thank you so much for the email! Truly you made my day!

Mark Ottinger
E&G Zone Maintenance Leader

Rewarding Excellence with Business Affairs Guiding Principles Collector Cards

Business Affairs Guiding Principles Collector Cards are all the rage for recognizing performance that exemplifies our Guiding Principles. Reward your colleagues’ exemplary behavior and work to deserve your own cards. Learn how!

GPCC

The first guiding principle trading cards for Facilities went to Matt May and Brent Tyroff for “We Create Positive Change” for their initiative and on-going efforts to develop and use portable variable frequency drives (VFDs).

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

GPCC

AVP for Financial Affairs
Lenora Chapman
received a GPCC from VPBA Kathryn Funk-Baxter for her team’s excellent work in assembling financial information for President Eighmy’s arrival at UTSA.

September 26 is National Voter Registration Day. We’re aiming to register 800 new voters at UTSA. Here’s how to help.
**Round Up**

**What’s in a New Name?**

The PeopleSoft Support & Sustainment Center is undergoing a name change to **Business Information Services.** This decision was driven by the broadening scope of the department’s work in maintaining and supporting much more than just the single Oracle Enterprise Application known as PeopleSoft. Other applications they are supporting include:

- SharePoint Applications like Timesheets, Security Request Forms, HR Forms, Effort Card Routing
- Cognos for reporting
- Rowdy Exchange Support
- SPOC (Single Point of Contact) Troubleshooting Call Center
- Kayako Ticketing system for SPOC
- Historical DEFINE Data Access Control
- Project Management for UTShare Shared Information Services

Not tied to any specific software, the new name allows for flexibility on business applications supported by this BA department. Read the latest **Spotlight** about the name change along with responses to frequently asked questions, including those about Rowdy Exchange. Visit the new website at [www.utsa.edu/bis](http://www.utsa.edu/bis).

**Kick Back and Ride**

Tired of driving around looking for parking? Want to cut your commuting expenses?

Head over to the Roadrunner Express in the Paseo, next to the food court.

Students can purchase a **VIA semester** pass for a mere $38 or a monthly half fare for $19.

Staff and faculty can buy a **monthly** full-fare pass for $38.

Roadrunner Express also offers bus tokens to and from the Alamodome for all UTSA home football games.

That price is $1.25 each way for students and $2.50 for staff and faculty.

You will need 2 tokens for the roundtrip. You can relax or catch up on work during your commute and reduce the environmental impact of commuting.

**Fall Health Challenge: “Health Trails”**

**Three goals:**

- Physical Activity: 10,000 steps per day
- Water Consumption: 8-10 glasses per day
- Sleep: 7-9 hours per night

**Prizes** awarded for winners & finishers

**Registration period:** Sept 25—Oct 16.
**Challenge:** Oct 9—Nov 5.

**Kudos to Lani Cabico**

Facilities’ Lani Cabico has been developing a Bicycle Mobility Plan to improve the safety and accessibility of bicycle traffic on UTSA campuses.

The draft UTSA Bicycle Ridership Plan is a phenomenal advance for sustainability efforts and especially for the growing numbers of us who are bicycling to and from campus. And as I understand it, UTSA has Lani Cabico especially to thank for its development.

Ms. Cabico has really been the de facto leader of the newly formed bicycle mobility advisory committee, which makes perfect sense given her depth of experience and role with UTSA as Senior Environmental Planner. Added to that is her personal affinity for bicycle commuting.

The committee came together late last spring when we identified a well-structured institutional self-assessment resource through the League of American Bicyclists “Bicycle Friendly University” award program. The BFU program is organized around five major approaches to promoting and enhancing safe ridership, those being Engineering, Education, Encouragement, Enforcement and Evaluation (the 5 Es). We are taking stock of how UTSA is currently addressing each major approach and referencing a strong set of best practice examples from around the country.

We have a solid group of students, faculty and staff on the committee with a range of connections across campus, but Lani’s sense of how we move our conversations forward into tangible next steps is making a tremendous difference. Her timing couldn’t be better as the UTSA Blvd. off-street pedestrian/bike path has just been completed. We anticipate a surge in bicycle commuting from the apartments along that road, as students recognize the much safer conditions the new path creates for getting back and forth.

**Eliot Howard**
**Assistant Director, Student Leadership Development**
**Bicycle Mobility Advisory Committee**

Lani’s GPCC photo p12
Back to School Photo Roundup

Lani Cabico receives GPCC from Facilities AVP Dave Riker and Benjamin Perry, University Architect

Daniel Mark Pena
Retirement