Happy Holidays!

This is my last newsletter article before I get into my retirement mode. The final chapter in my chronicles of Business Affairs comes to an end soon. I look back on my nearly four years at UTSA with fond memories and much gratitude.

These past few weeks have been a whirlwind of projects related to UTSA…and others for the pleasure of giving. As I cleared much of the professional wardrobe from my closets, I was gratified to see that others were joining me. With the help of people from throughout the university, we assembled hundreds of items for UTSA students and career changers at Successful Connections.

On December 8, I put on my favorite holiday sweater and hat and drove to the Target store on Bandera. My car's trunk was laden with wrapping paper, scissors, and tape for our second annual Heroes & Helpers event. I joined well-meaning members of BA, including our colleagues in blue: the Heroes who chaperoned 50 individual NISD students through the store. Using a $100 Target gift card, each child picked out gifts for themselves and their family members. They then brought their loaded shopping carts to the Target food court for us Helpers to cover in festive holiday paper. It was a beautiful and sentimental part of my holiday celebration.

Last Wednesday, I appreciated the chance to speak with many of you at our Holiday Luncheon. Thank you for the send off you gave me and your kind words about our time together.

I will be spending my holiday break with my husband, my bright-eyed and smart granddaughter, and other family members in Portland, Oregon this month. Then I will be back for a few weeks in January to assist the new Vice President for Business Affairs.

I have had a wonderful time working alongside all the staff in Business Affairs and wish each and every one of you the very best in your careers with UTSA. This is an amazingly hard working and dedicated team, focused on providing an excellent education to the next generation of leaders. May you and your families have a very special holiday season and a magical start to 2019.
Facilities’ Supervisory Excellence

All Facilities supervisors have now completed and graduated from the Facilities Formal Supervisor Training Series. This wonderful achievement is the culmination of an effort that began in 2005.

Then-VPBA Kerry Kennedy conducted the biennial Survey of Organizational Excellence. It found that Facilities fell below the acceptable minimum scores on nine of 20 constructs and, on another three, the department barely met minimums. Employee focus groups also helped identify their concerns. It was clear that a corrective action plan was needed.

Dave Riker, CFM, MSCE, who had recently assumed the role of AVP for Facilities, was determined to improve the knowledge and skills of Facilities supervisors in leading their staffs ethically and effectively.

HR trainers Anne Jett and Judy Verdon worked with Dave and Facilities’ Victoria O’Conner to develop a curriculum of 16 classes aimed at improving trainees’ ability to lead, focusing on fairness and supervisory excellence. They tapped several existing courses to address the concerns identified. Among the improvements to address in the classes were ineffective hiring practices, favoritism, poor supervisory effectiveness, weak employee morale, and poor communication with customers/stakeholders.

The six core classes are:

“We worked together to create a standardized plan of curriculum,” said Judy. “While the management staff has a list of classes to take, the Supervisory Series is one they are encouraged to take first. That series is open for any UTSA staff and faculty in a supervisory role.”

“Facilities’ senior team monitors the progress of its staff and was pleased to determine that its people are 100% compliant right now. That’s a major accomplishment!” she added.

“This is a wonderful success story that has everything from interdepartmental partnering, excellence, best practices, employee development, to performance improvement,” said Dave. “There have been many folks involved in the development and support of our program, and we recognize all their hard work to get us here. The training program is among the key components of UTSA Facilities’ ‘world-class’ customer focus, which contributed to us winning the 2016 APPA Award. It helped us turn around people’s opinions about our department because our performance now is truly exceptional.”

Learn more

Want people to know about the great work of your team or a BA colleague? Email Business Affairs Communications!

UTSA. The University of Texas at San Antonio™

College of Business Office of Graduate Studies

November 8, 2018

I would like to recognize the dedicated service of Dennis Layman. As Associate Dean of Graduate Studies, I’m responsible for numerous cost centers within the College of Business. During the reconciliation process, my Fiscal Manager – Berenice Ramirez, and our Graduate Assistant, Min Liu – determined that process improvements were possible.

In particular, they determined that reconciling encumbrances, purchase orders and travel authorizations was a manual process and very time consuming. My team reached out to Dennis for assistance. After various communications via email and phone calls, Dennis successfully created two queries that have improved the efficiency of my fiscal operations. Dennis’ communications with my Fiscal Manager were always professional – and honest. For example, he clearly informed her of his work progress, his time commitments, what worked/didn’t work – and ultimately was able to provide two successful queries.

On behalf of the Office of Graduate Studies in the College of Business, I would like to recognize and thank Dennis for his service to our unit. We greatly appreciate his assistance and service.

We greatly appreciate your service and dedication to the UTSA community.

Pamela C. Smith
Associate Dean of Graduate Studies

Kudos to Dennis Layman

Christmas Wishes

As I’m sitting and watching the children
Drop their letters
To Santa
I am excited for their wishes
I start to reflect and remember
Everyone
I imagine Peace
Peace for one day
To last All year
I want to wish for Joy

I want to wish for Hope
I’m thinking of all
I’m thinking of the ones Without I want To drop a Letter to Santa too To bring us All holiday cheer And for us to Celebrate and embrace The New Year Happy Holidays

By Marcella Duran

As a professional courtesy, please include your contact information in the signature line of your emails. Here is some guidance from University Communications and Marketing.
Financial Affairs

New Exciting Changes
Coming soon...

Inventory Implements New Desktop Computer Verification

Inventory is collaborating with OIT’s Customer Service & Operations Support on an electronic method to help decrease the number of desktop computers our Inventory Contact Persons (ICP) have to locate and scan annually. It is called the “No Touch Desktop Computer Verification” approach.

Desktop computers that properly report to the network within 30 days prior to the start of annual inventory are manually marked “found” by Inventory for the fiscal year. What this means for you is that all desktop computers should be turned on during this time. Work with your ICP to make sure computers in your area are on. ICPs should reach out to OIT Connect to ensure all departmental desktop computers are reporting to InSight.

For more information, contact Cassandra Porter, x4844.

A Surplus of Telecommuting Advice:

Before buying equipment for home offices, staff should explore the many items Surplus Property Department has for our use.

Visit their West Campus warehouse on Fridays 9 a.m. to 2 p.m. or arrange an appointment by calling ext. 6282. Check out the latest on BA’s telework program.

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Speaking of Recycling...

We welcome your ideas for improving recycling at UTSA.

We’re planning for the annual Recyclemania, which will run February 3 through March 30. UTSA aims to be in the top 20% of universities nationwide and in the top 3 in Texas. Everyone can help by paying attention to what you toss where. Learn how to properly recycle at UTSA.

Please send along your suggestions for ways UTSA can reduce, reuse, and recycle even more!

-A reusable coffee mug is a great holiday gift.

CH-CH-CH-CH-Changes

The Office of the VPBA temporarily moved to NPB 4.120 on November 6. Several members of Financial Affairs changed locations or accelerated their telecommuting plans due to this change. Most members of Financial Affairs have joined those of BIS and Budget and Financial Planning in working from home now. HR has also begun the shift to telecommuting. The transition of BA’s NPB staff to telework is expected to be completed by February 1. In-person services provided by HR and Financial Affairs will be concentrated on the north end of the fourth floor going forward.

Current plans call for the VPBA Office to be housed in NPB through late January. The VP of Student Affairs will move into MB 3.102. The new VPBA, Veronica Mendez, and her team will be officed in Main Building 4.108 starting in February.

Kathy Funk-Baxter’s last official day as VPBA will be January 5, and Ms. Mendez will assume the role on January 6. Kathy will stay on to support the transition through the end of the month.
Kudos to Tyler Boehme and Kathryn Pearson

Thank you so much for helping out with the student engineering project. We couldn’t have made it happen without you both working so hard to find us a space and advise them. I know how busy you both are and that this is not your normal job area so I very much appreciate how much time and effort you put into this. Especially Tyler literally searching campus from top to bottom to find a spot that would work. The students got great data and finished on schedule.

Thank you again!
Amanda Haley, Ph.D., RBP
Interim Laboratory Safety Manager
Laboratory Compliance Manager
Office of Research, Economic Development, Knowledge Enterprise

More Kudos to Tyler Boehme

We met briefly to discuss possible I-beam structures for my students to do their pendulum tests. The students have now completed their tests and are done with the project. Many thanks to you and to UTSA Facilities.

In particular, I wanted to put in a word for Tyler Boehme. He was outstanding. He worked with the students and me on finding a location (very quickly) and then following up in a timely manner to ensure that the students were safe and sound. He really went out of his way, in all possible ways, to help us. We need people like Tyler at UTSA. I hope you would consider my positive feedback in an objective way (e.g., annual merit review).

Thanks for everything,
Pranav Bhounsule, Asst. Professor Mechanical Engineering

Kudos to Facilities Team,

I just wanted to say thanks for all help last week with our Air Force ROTC event held at the University Room in the Business building on Sunday, 14 Oct. I apologize that we came to you seeking last minute assistance, but thanks to your tremendous support, our event came off beautifully.

I’m not sure who to exactly thank; I saw the names of James Villanueva, Joe Alderete, Eddy Baggerman, Eric Fernandez, and Lydia Benitez. So, whoever was responsible—thanks for everything!

BRIAN S. RENDELL, Lt Col, USAF
Commander, AFROTC Detachment 842
Department Chair & Professor of Aerospace Studies

Left to right: Dave Riker, Lydia Benitez, Eddie Baggerman, Joe Alderete, Luis Borrovo

Della Reyes Elected to SAIA Board

On October 30, 2018, Della Reyes, Quality Assurance Manager for Facilities, was elected to serve as Secretary on the Board of Directors for The San Antonio Irrigation Association. Association members include professional irrigators, landscape architects, contractors and manufacturers.

Della, a licensed irrigator since 2011, oversees Facilities’ irrigation activities for the UTSA tri-campus. As a board member, she will collaborate with the San Antonio Water System (SAWS) and the Texas Commission on Environmental Quality (TCEQ) to provide members the latest in state and local industry information, new technology training, continuing education as well as other industry related services.

Congratulations, Della!
Kristee Phelps Promoted to EHSRM Director

In July 2017, Kristee Phelps was appointed Interim Director of Environmental Health, Safety, & Risk Management after the previous director, Brian Maroney, retired. The university conducted an extensive search process, and a diverse selection committee met with the top candidates. They unanimously selected Kristee as the top candidate.

On October 30, 2018 the AVP of Public Safety/Chief of Police Gerald Lewis, Jr. announced her promotion, which became effective on November 1. Kristee has worked in higher education for more than 17 years, the last nine of which at UTSA. “Kristee possesses and has demonstrated the necessary skill sets to be successful in her new role,” said Chief Lewis. “Her passion to help others strive to be the best at their job every day made her the clear choice.”

Kristee is certified in Personal Training, Health Promotion, Master Fitness, Group Fitness, and Law Enforcement Fitness. She assists the wellness team to facilitate Tobacco Cessation programs for UTSA employees and serves as the Chair of the UTSA Eliminate Tobacco Use on Campus Coalition. Kristee is a certified instructor and faculty for the American Heart Association in Basic Life Support & Heartsaver First Aid, CPR, and AED.

Congratulations Kristee!

New Year Challenge: Health for the Holidays

Health for the Holidays is a four-week challenge that draws on creating a whimsical holiday scene by accumulating snow. Build your scene by tracking your steps or exercise and by practicing good nutrition habits for the New Year. Your goal is to pile up 15 inches of snow each week (60 inches total) by recording exercise, nutrition habits, and a simple but important well-being activity.

All UTSA employees, retirees, spouses, and dependents age 18 and above, who are covered by the UT SELECT Medical Plan, are eligible to participate. If you do not have UT SELECT, please contact the Wellness team at wellness@utsa.edu for an alternative way to join this program.

Registration opens on January 2. You can log your activities January 14 through February 10 at www.utlivingwell.com. Participate on your own or join or form a team by January 22. You may be one of the lucky 50 participants to receive a paid registration for the Diploma Dash on February 23.

All participants who complete the challenge will receive a prize.

Wellness Champions Needed!

Interested in becoming a Wellness Champion in your department? Rowdy New U is looking for Wellness Champions, representing all UTSA campuses, to serve as liaisons between Rowdy New U and university departments. The primary role of a Wellness Champion is to enthusiastically promote and encourage participation in Rowdy New U worksite wellness programs within their department.

If you’d like to be a Wellness Champion, please send an email to the Wellness team at wellness@utsa.edu.

Blue Cross Blue Shield Discount Fitness Program

Fitness fans, check out the Blue Cross Blue Shield Fitness Discount Program, which offers flexibility, convenience and ease for just one low monthly fee. Members have access to a nationwide network of more than 8,000 participating facilities so they can work out while traveling, at home or by work.

Log into the Blue Cross Blue Shield website and look under “Quick Links” on the left side, then click on Fitness Program. Search for fitness facilities in locations near you.

The Fitness Program will be waiving the enrollment fee (a value of $25) for eligible new members who sign up between Dec. 1 and 31, 2018. Members will be asked to enter a coupon code, FIT4DEC, at checkout to qualify for the waived fee. Contact wellness@utsa.edu for more info.
Facilities’ Winter Work:

Facilities has scheduled a lot of work over the winter break. It’s an ideal time to get construction projects completed while the campus community is enjoying time off.

Crews will be remodeling a room on the third floor of the BB to create a study lounge. They will also install the infrastructure for a Cyber Range in the BB.

On the BSE’s fourth floor, Facilities is renovating Dr. Larionov’s lab and creating a chemical storage room. In the AET, Facilities is performing work for Dr. Testik’s level 4 laser.

In the JPL, Facilities is replacing the freight elevator and upgrading the controls on the other four elevators. The concrete columns supporting the large canopy between the JPL and MB will be repaired.

Facilities is refinishing the basketball courts in the RWC. It is also turning a space in Health Services into two smaller spaces. In the Main Bldg., crews will repair a loose guardrail.

The Student Union roof will be under repair as well as the Central Receiving Warehouse and the Sculpture and Ceramics buildings in West Campus.

The East Campus bus lot and building for bus drivers will be under construction through January.

The Large-Scale Testing Laboratory (High Bay), right, will be completed this month, and occupants may move in over the holidays. Look for a grand opening in the spring.

Capital Projects Update:

Assistant Vice President Paul Goodman reports the following capital projects are in the works at Facilities.

SEB Update: The Science and Engineering Building is 29% complete. All concrete and steel have been placed. Mechanical, electrical, plumbing work is moving forward.

New Residence Hall: Schematic design is in progress.

National Security Collaboration Center and School of Data Science (NSCC/SDS): A design firm is being selected.

Honors Residence Hall: Dean Sean Kelly is reviewing the Definition Letter that the President will send to the Chancellor. Selection of a design firm will start in January.

Academic Advising Modular Buildings: Design is under way.

Roadrunner Village and Cattleman’s Square: An informal bid process will result in hiring a firm to perform market studies prior to an RFQ being issued early in 2019.

Facilities Transforming Football Operations Offices

The UTSA Football Operations offices located in the Intercollegiate Athletics Building (IAB) are getting a facelift, thanks to the Facilities Construction Team (FCT). Facilities has been busily transforming the look of the interior hallway, walls and windows of the Football Operations offices since November 1, 2018.

The goal of the project is to install football graphic designs, 3D photographs and renderings to visually enhance the look of the space and inspire football student athletes to succeed on the gridiron.

Work was completed December 10. Great job FCT!
Kudos to the UTSA Department of Public Safety Family

I want to share my sincere appreciation for everyone who came out to assist with the Heroes and Helpers event in party with our local Target Store on Bandera Road. I first have to thank Corporal Maranda Tupper for her exemplary work in coordinating the event. I also want to thank the Northside Independent School District officers who assisted. Several Business Affairs staff and loved ones helped out, including VPBA Kathryn Funk-Baxter, who wrapped presents for the second year. This event ensured that 50 deserving young people and their families will have a better holiday.

Lastly, I want to thank our officers, PSOs, and support staff for being willing to share their time, effort, and money with those who are deserving of a great holiday. I appreciate each of you for your dedication and commitment to the UTSA community. As I write this I am not afraid to admit that I am shedding a tear because I am so blessed and proud to be a part of such a great agency. I ask for blessings for your families during this holiday season and beyond.

Forever grateful, Gerald Lewis

VPSA Funds Courtesy Service Vehicle

Vice President of Student Affairs Sam Gonzales generously funded a much-needed truck to replace the Public Safety Department’s courtesy vehicle. Patrol Commander Captain Douglas Sonego came up with the idea and collaborated with the VPSA to purchase a 2018 Chevy Silverado pick-up truck.

The vehicle is used every day by Public Safety officers to assist students, faculty and staff on and near campus with battery jumps, lock-outs and flat tires.

Additionally, the vehicle is used for security patrols and carrying equipment and supplies to locations around campus. Pictured from left to right are Public Safety Officer Pablo Villarreal, Vice President of Student Affairs Sam Gonzales, and Public Safety Officer Peter Illing.

Reusing Assets to Keep UTSA Safe

More than 100 BA staff members in the NPB have begun to telework from home, freeing up offices and conference rooms for the new National Security Collaboration Center. Some of resources that BA teams no longer need became available for redeployment. Enter Public Safety and the UTSA’s Emergency Operations Center (EOC).

Over the past few weeks, staff in the Office of Emergency Management collaborated with Business Affairs departments to repurpose televisions, monitors, desktop computers, and more for use in the EOC. “We had a critical need to replace older TVs and equipment to monitor security cameras, send emergency notifications, and provide the right tools to emergency management to assist with their coordination efforts during a campus crisis,” said Dr. Lorenzo Sanchez, Director of Emergency Management.

“[I] am very grateful to Sheri Hardison, AVP Financial Affairs, and Carlos Gonzales, Director of Business Information Systems, for partnering with my office to help us ensure the safety and security of the campus community,” said Lorenzo. Great job to all three offices for identifying a need and working together on a good solution that benefits the entire campus community.

OEM’s Jackie Silva and Dr. Lorenzo Sanchez
What’s New

Financial Affairs
Victoria Downing
Sr. Payroll & Funding Analyst
Glenda Cruse
Admin Services Officer I

Business Affairs
Leticia Torres
Accounting Technician

Human Resources Services
Whitney Ellis
Human Resources Tech I

EHSRM
Richard Gutierrez
Environmental Waste/Rec Tech I

Public Safety
Jeremy Borman
ITC Security Office

Lonnie Baker
University Police

Peter Illing
University Police

Erica Fuentez
Police Records Specialist

Monica Perez
Sr. Administrative Associate

Welcome!

Your End of Year 2018 IRS Tax Form 1095-C
The Patient Protection and Affordable Care Act (ACA) requires employers to send employees the IRS form 1095-C for 2018 postmarked no later than January 31, 2019. You will need the 1095-C form to complete your 2018 tax return. You may view the blank 1095-C form here on the IRS website. The 1095-C form contains important information about health care coverage. You will receive the 1095-C form if, during 2018, you:

- Were enrolled in health care coverage from UTSA at any point during the year
- Worked an average of 30 or more hours per week at UTSA during the year

If you are new to the university or have not consented for online delivery of your 1095-C form, please click HERE. You must consent no later than midnight on January 18, 2019. You will receive a confirmation email from mytaxform.com. Your form should be eligible for download around January 25, 2019. See the instructional guide on the process to consent for online delivery.

If you don’t consent for online delivery, then the paper form will be mailed via US Postal Service no later than January 31, 2019.

We will continue to keep you informed on this important tax document. Please watch for future communication or visit our HR website for future announcements or updates. For more info, contact HR Benefits’ office benefits@utsa.edu.

Featured in the December BIS SPOTLIGHT:

- Procard pre-budget check update
- Procard submission for approval information
- Procard how to split a transaction information
- Procard statement update
- eForms FAQ’s

Read December’s BIS Spotlight at https://www.utsa.edu/bis

Since May 2014, BIS has managed and provided quality support for 15,404 SPOC tickets and 14,477 SPOC calls.
Reward your colleagues who are going above and beyond to deliver excellent service to our campus community. Here are a few ways to recognize your colleagues:

- University Excellence Awards
- Staff Council’s Staff Appreciation Award
- Business Affairs Celebrating Excellence Award
- Business Affairs Guiding Principle Cards
- Your department’s award program: Promoting Excellence in Facilities; HR Shining Stars; UTSA PD Annual Awards; and Financial Affairs’ BRAVO Awards.

A Big SECC Thanks to the BA staff who helped lead UTSA’s campaign this year, raising $146,000 and exceeding last year’s total in both dollars raised and percentage of givers.

VPBA Kathy Funk-Baxter was this year’s Executive Champion. The SECC President’s Advisory Committee was led by BA staff members Andrew Goodenough and Brian Montoya, Program Coordinators; Liz Ortiz, Fundraising Chair; Melissa May, Marketing & Communication Chair; and Georgina Anguiano-Elliott, Marketing & Communication Subcommittee member. Special thanks to BA Area Champions Jenny Stokes, Nora Compean, Elizabeth Ortiz, Mary Alice Morizen, Jennifer Evetts, Jennette Hughes, Thomas Calucci, Karen Krueger-Guerrero, Todd Cheslock, Debra Villanueva, Rebecca Galvan, Guadalupe Ayon, and Marysol Aguilara.

While about a third of BA staff gave to the campaign, these departments exceeding 80% participation: University Controller, Business Contracts, Facilities Administration, Facilities Engineering & Project Management, Fiscal Services Main Campus and Fiscal Services Collections.

And deepest gratitude to the many BA staffers who donated time, dollars, and auction items to help our South Texas neighbors. The auction raised more than twice that of the previous year.

Please join the 2019 campaign as a PAC member or Area Champion. For more info, email secc@utsa.edu.

SECC SOSA Sidelines Passes

Sandy Givens, Enterprise Systems Programmer of UTSA’s Application Development and Support team, was the “very excited” purchaser of the SOSA Marching Band pre-game sideline passes through the SECC auction. She chose the November 24 game against UNT.

Sandy connected with Ron Ellis, Director of Bands and Assistant Professor of Music, who donated this fabulous auction item to help raise money for SECC agencies. This was one of 10 items donated by the Music Department. Ron also donated a SOSA pep band performance.

After ironing out the details with Ron via email, Sandy and two guests met Ron and SOSA at Teamwalk and ate with the band in the tunnel. They joined the musicians at the field level for the pregame activities, hanging out with the directors on the sidelines during the first half. They stood at the field level during the halftime performance, which was so terrific that even Dr. Eighmy tweeted about it.

Although it was a tough loss for the ‘Runners, Sandy and her guests came out the big winners. “The time spent with SOSA highlighted the hard work and dedication that goes into producing a halftime show,” she said.

On the Monday following the game, Sandy sent this note to Ron:

Thank you so much for hosting us on Saturday. We had a great time. The whole experience left us with plenty of wonderful memories and fun-filled stories to tell our jealous friends! Everyone we met was so welcoming; please extend a big thank you to the staff and, of course, SOSA.
**Helping Others**

**UTSA Gives the Shirt Off Our Backs to Help Career Transitioners**

In celebration of VPBA Kathryn Funk-Baxter’s retirement, she donated dozens of suits and dresses to UTSA’s Career Closet and to Dress for Success/Successful Connections San Antonio.

The nonprofit targets the needs of low-income women and men by promoting economic security and self-sufficiency to break the chains of generational poverty through job preparation, employment retention and career development programs. The organization also accepts professional and office-appropriate items for its men’s Career Gear program. Their programs help clients obtain and maintain employment to improve their own and their families lives.

Many employees across UTSA scoured closets and attics to help with this worthy effort, which generated hundreds of items, filling three cubes in the currently vacated NPB 4th floor. Suits appropriate for interviewing were set aside for the Career Closet. Two staff members from the UTSA Career Center rolled their cart to the NPB on December 3 and selected three pristine men’s suits, several dress shirts and a dozen ties. They next stopped at the cube laden with women’s professional wear and added 10 women’s suits to their stash.

On December 5, the VBPA Office filled two SUVs with clothing destined for Successful Connections.

Three boxes and five giant bags of student-appropriate casual clothing remained, which were donated to the Roadrunner Pantry, along with dozens of food and toiletries collected at the BA Holiday Luncheon December 12.

Thanks to BA for being a part of these program to support our community members and our students as they head into the winter holidays.

**A Giant Holiday Helping**

Flu shot recipients donated 83 pounds of food for the Roadrunner Pantry last month.

EHSRM encourages staff to get an annual flu shot to protect yourself and others from illness.

**Giving Area Tots a Sack Full of Toys**

Thanks to the many BA staff who donated to the Toys for Tots drive. Kudos to the BA Staff Relations Council, who energized staff to give to both Roadrunner Pantry and Toys for Tots.

**Providing holiday cheer:**

SRC members and other volunteers left to right: Joseph Bromm, Kevin Gill, Mario Canales, Ray Rios, Krysten Pray, Mike Risor, Mary Alice Morizen. Facilities E&P earned the RRP trophy for most donations to the Pantry within the Office of Facilities.
Emergency Management’s Safety Tips

Holiday Safety Tips

- Purchase timers for lights in several different rooms, and set them to come on and go off at random times.
- Don’t leave keys hidden outside or in fake concealment rocks. Burglars often know how to spot the most common hiding places quickly.
- Have a trusted neighbor or friend pick up your newspapers, mail, or other regular deliveries.
- To make it look like someone is home, set a DVR box to record shows at random times so the TV will come on!
- Make sure ladders or tree limbs that could allow easy access to a home are put away and/or trimmed.
- When frying the holiday turkey, be extra cautious to avoid possible fires and burns.
- Avoid posting any status updates or public announcements on blogs, social media or home business sites about travel plans.

Introducing the Incentivized Resource Management Model

The Budget Model Task Force’s work to restate the FY 19 budget is nearing completion, and the final restatement will be available in January. The team finished its individual meetings with all the deans this month. Work has begun on the FY 20 budget under our new Incentivized Resource Management model, aligning the process closely with the university’s strategic plan.

Learn more about the Budget Model process and IRM.

Reminding us of why we work hard every day...

Congratulations to the graduating class of December 2018.

UTSA

Best wishes as you set out on your careers. Here’s to what’s next!
Business Affairs Holiday Memories

Emergency Management (above) takes top prize in PD’s Door Decorating Contest

Holiday Celebrations

Celebrating the Holiday cheer
Bringing joy
For everyone near
Embracing
The love
And the
Warm fires
Gonna make
A dinner
For all to admire
We will toast
The good days
And roast
Whom they say
Hoping for you
Joy and harmony
Comes your way
Happy Holidays

Our thanks to Santa Paul Lozano who volunteered his holiday cheer

by Marcella Duran

BA Holiday Luncheon
December 12

Heroes & Helpers
December 8