This month finds the VPBA office consumed with hundreds of boxes. I know the time is near for me to start boxing up my personal items to get them home—and I had already started that—but this is different. For the next few months, our office is relocating to the North Paseo Building’s fourth floor. Our old offices on Main Building’s third floor have been cleared out to accommodate remodeling for the VP for Student Affairs staff.

Facilities has come to our rescue and placed the project on the fast track, and we are thankful for their help. So, as of November 6 and for two and a half months or so, we are officially in temporary offices in the space recently vacated by Financial Affairs. The VPBA offices eventually will be on the fourth floor of the Main Building, where our staff will move into what was previously the Student Affairs suite.

November is an ideal time to take stock of the many blessings surrounding us and to be thankful for them. I’m thankful for my wonderful husband and family who make all my days a little brighter. I’m grateful for this amazing Business Affairs team, who I’ve had by my side for nearly four years. I’m pleased to have had excellent help in this move. I particularly want to thank Heather who orchestrated the countless elements of this transition these last few weeks and assisted in getting things ready for the arrival of your new vice president in January.

Among the many thoughts I’ve had regarding my retirement next year, I decided to donate the painting that has been hanging in my office for the past three years. I purchased it from a UTSA art event in 2015. My black swan is going to a good cause. The Alumni Association will auction it off at a gala, so the funds will go to student scholarships. I’m pleased that this part of my swan song will help a future Roadrunner. Read more about this piece’s artist on p 2.

My retirement wardrobe won’t require my many office clothes, so I decided to clean out my closet full of business suits. I’m gathering them up and donating them to help women advance their careers. I hope others in the Roadrunner community will help me accumulate an enormous pile of clothes for Dress for Success, Career Gear, and UTSA’s Career Closet. Please bring in your men’s and women’s clothes, including casual items. Read more on p 2.

Our SECC events wrapped up at the beginning of this month. I am thankful for the support Andrew Goodenough, Brian Montoya, and Melissa May put into the campaign as well as all the other volunteers including those from BA: fundraising chair Elizabeth Ortiz and marketing communications committee member Georgina Anguiano-Elliott.

I am also thankful for the outstanding contributions our outgoing Business Affairs Staff Relations Council provided for making UTSA a better environment to work. I was pleased to welcome the new members we installed this past month. Please see our web page devoted to their efforts and get to know your representative. They already have great ambitions for the year ahead. See p 10 and visit the SRC website.

I hope you all enjoy your turkey time this month and have marked December 12 on your calendars for the annual holiday luncheon.

I better get back to those boxes and my closet-cleaning project…oh and my vice presidential job duties.
Spotlight on… Reuben Trejo

Custodial Services Manager Reuben Trejo says his mission at UTSA is to establish a culture in his department of “working smarter and not harder.” His experience in healthcare, hospitality, long-term care, senior living, commercial and municipal settings is already bringing a new approach to serving our growing campus.

Reuben has lived in San Antonio since 1970, after returning from the United Kingdom, where his dad was stationed in the Air Force. He has been married for 26 years and has two daughters, a son-in-law and a grandson. He has traveled extensively in his career and has experienced an array of approaches, techniques and processes based on the needs of the facility.

He joined UTSA in August of this year and has begun making changes in the ways Custodial Services meets the needs of the campus. As importantly, he is focused on serving the needs of the staff of the department.

Starting October 1, Reuben directed employees to adhere to the Mini-Bin Program, which was established in 2013. While most staff and faculty follow this program, some don’t; they rely on housekeepers to empty their individual offices' trash and recycling bins. Reuben’s focus on adherence to this policy will eliminate the use of plastic liners, increase productivity, and augment UTSA’s recycling program revenues.

On October 8, Reuben began the “team cleaning” concept with the day porters. The staff now have assigned “tasks” rather than cleaning an entire building. Male building attendants are now servicing the men’s restrooms and female attendants are cleaning the women’s. This means restrooms will remain open during cleaning times throughout the day. The evening shift’s transition to the “team cleaning” concept began on November 5, with the goal of completion by the end of the year.

Reuben also introduced reusable microfiber color-coded cloths that clean a wider surface and can be laundered daily.

Reuben and his wife enjoy traveling and are members of the “Baseline Bums” for our San Antonio Spurs.

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

KFB artwork donation will help Alumni Association fund scholarships

Who is the artist?

For the past 30 years Armando Sánchez has been painting the landscapes and people of San Antonio. A native San Antonian, Armando embraces his Chicano and Tex-Mex roots with a bold, vibrant and colorful unique style all his own. His artistic creations are included in the UTSA Art Collection as well as in the collections of Maya Angelou, Jose Feliciano, Cheech Marin, and Mick Jagger.

Helping Others Transition to Successful Solutions

VPBA Kathryn Funk-Baxter will retire in January 2019 after a 40-year career; nearly four at UTSA. She is also retiring her professional wardrobe and donating a closet full of items 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.

“I want to do something positive with my suits and professional dresses so they will benefit someone working on their career,” said Kathy. “I recall the very first suit I purchased with my mother’s help so I could interview while in my last semester at Southwest Texas. I only had the opportunity to purchase one suit at that time while I searched for a job.”

We can all join in a clothing drive to help the women and men served by Successful Connections and UTSA’s Career Closet to help students with interviews and career fairs. Please bring in adult family members’ gently worn professional, work, and nice student-appropriate casual clothing by December 3. Items will be stored in NPB 4.120, in the Financial Affairs office. Please share this flyer. For more information, contact Melissa May, MA, APR, at 210-458-4204.
Kudos to EHSRM’s John DeLaHunt and Facilities’ Preventive Maintenance Zone Team

On October 25, Student Health Services was being inspected, and the AAAHC surveyor asked if UTSA’s regulations regarding the lab’s eye wash allow the hot water inlet to be attached to the device. The surveyor told Dr. Beth Wichman that state regulations do not permit a hot water source to be attached.

John DeLaHunt quickly requested assistance from Gerry Valdez in Facilities’ Preventive Maintenance Zone team, who immediately dispatched Juan Olivarez to the site. John also sent Dr. Wichman the following email:

Beth;

It may be that the eyewash is connected to a tempering valve, which takes both hot and cold water and automatically adjusts the mixture to a preset tepid temperature.

This is a requirement of ANSI Z358.2-2014, the standard for plumbed and portable eyewash stations (and has been a requirement since 2004 for newly-installed eyewashes and showers).

The purpose is to deliver tepid water to help users to actually endure through the eye washing process for the full 15 minutes, as prescribed by most Safety Data Sheets and medical professionals.

Facilities Services Center has dispatched a PM Shop plumber (work order PP-21905555) to perform a routine test of the equipment today.

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

Their knowledge and fast actions helped Student Health Services receive a successful evaluation for their certification. Dr. Wichman thanked the BA employees for their support:

John,

Many thanks for your help regarding our eye wash system evaluation performed at Student Health Services today. Our AAAHC surveyor reviewed the work order/findings from the Facilities personnel who checked this station this afternoon and was very satisfied with their report.

Beth Wichman, MD, Associate Vice President for Student Services
Facilities Electrician Helps UTSA’s Chemistry Department Reach Toward World-Class Status

The following letter was sent to Facilities’ leadership to recognize the efforts of electrician James Martinez.

I want to comment on how outstanding a job Mr. James Martinez, an electrician at UTSA, has been doing.

I have known Mr. Martinez since my arrival at UTSA in 2016. As an assistant professor in the Department of Chemistry here, I have been charged to establish my research laboratory at the national level, and the pressure is high for junior faculty to help UTSA gain tier one status. Although I have had my struggles that any usual assistant professor has in starting an independent research career, it is because of people like Mr. James Martinez who have allowed me to excel at my job.

Mr. Martinez has been prompt with any request I have made in installing power outlets for capital equipment: one in 2016 (centrifuge system) and another in 2018 (high-resolution mass spectrometer). Mr. Martinez immediately comes and visits my research laboratory upon request, and we discuss what needs to be done. He has always been cordial, and his kind demeanor has been a wonderful and refreshing experience for me. I have many responsibilities besides research (e.g., teaching and service), so having such wonderful support staff such as Mr. Martinez around immensely facilitates my job.

I wanted to also mention how I had run into Mr. Martinez in the hallway one day because I had ordered a flood lamp to perform research that is funded by the Gates Foundation. However, when my flood lamp had come in, it was not installed with a plug. When I had asked Mr. Martinez for help, he dropped everything and came to my help. When I had explained to him what we needed, he immediately worked on installing the power cord to go with the flood lamp. It was certainly not a trivial task and involved removing the back panel and also rewiring the system, as it was originally for a different country. Mr. Martinez had spent so much time and care on my behalf so that I can perform the cutting edge research in my laboratory to help UTSA gain tier one status.

I am writing this message to you to let you know that Mr. Martinez is doing such an outstanding job, and he has exponentially made my job easier with his friendly demeanor and genuine desire to help people in need. We are honored and privileged to have people such as Mr. James Martinez on our staff at UTSA. With people like him here, I know that we will hopefully reach that goal of tier one status.

Sincerely and respectfully,
Francis K. Yoshimoto, Ph.D., Assistant Professor of Chemistry, Department of Chemistry

We are proud to present James Martinez, with the “We partner to deliver excellent customer service” Guiding Principles Collector Card. James is an example of dedication to our mission of supporting the learning of our students through Facilities management. We appreciate the great work he has done to assist Dr. Yoshimoto’s lab with their electrical needs.

-Dave Riker, AVP for Facilities

Facilities Helps Make UTSA Students Brighter

This summer, Mario Canales and James Martinez worked to upgrade the lighting at the FLN atrium. They changed out the old lighting over the student cubicles with new LED fixtures and added some more lights to fill in dark spots in the area. They also changed out the old can lights in the area to new LED bulbs for added brightness in the area. This has made a dramatic improvement for students working there.

I know that this is long overdue. I want to thank Mario Canales and James Martinez for the excellent job they did in FLAWN. They replaced the lights and now the “dark” building looks much brighter. They did the work with no interruption to the work of faculty and students. I enjoyed working with them.

Edwin J. Barea-Rodriguez, Ph.D.
Associate Dean for Student Success and Instructional Innovation and Professor of Neurobiology

These employees exemplified their dedication to our mission of supporting the learning of our students through Facilities management.

-Dave Riker, AVP for Facilities
The UT System Fall challenge Yo Ho Ho has officially ended. UTSA had the highest increase in registrations of all 14 UT institutions!

We had 333 participants, with 186 completing the challenge. Rowdy New U gave out 100 fitness prizes throughout the challenge to encourage participants to complete the four-week challenge.

Of the 186 people who completed the challenge, 21 earned the maximum of 224 coins, six from Business Affairs.

Thank you to everyone who participated in this challenge. Be on the lookout for our next challenge, Health for the Holidays, starting in January.

Rowdy New U will award Diploma Dash registrations to the top 50 eligible participants and t-shirts to everyone who participates.

Rowdy Wellness Fair

Rowdy New U set up a table at the annual Rowdy Wellness Health Fair October 31. They educated staff and students on the tobacco-free campus policy and cessation opportunities available through our UT Select health insurance and Student Health Services. Kristee Phelps and Jessica Hodgson (l to r) handed out flyers with recommendations to help stop smoking.

UTSA is a tobacco- and smoke-free campus. Use of tobacco products is prohibited in and on all university-owned and -leased property.

GASO

The Great American Smoke Out is November 15. Find out ways you can start to stop at cancer.org/smokeout or by calling 800-227-2345.

Airrosti

Rowdy New U will do an Airrosti Injury Assessment Day and Lunch-and-Learn on December 5 in BSE 2.102. Mark your calendars and look for more information to come.

11–12 p.m. Lunch and Learn:
“Headaches: It’s not just in your head”

12:30–5:00 p.m. Complimentary Injury Assessments

RSVP here

Flu Shot results

EHSRM and Rowdy New U hosted three days of flu shots, October 23-25. A total of 407 employees received shots at the Main and Downtown campuses. Wellness Assistant Jessica Hodgson reported, “this was a 13% increase over last year’s 359 shots!”

EHSRM distributed a survey requesting feedback on the clinics and how staff learned about them. The Wellness team would like suggestions for how to better promote the clinics in the future.
Jonathan Jarrell Recognized for Comprehensive Update to Design and Construction Standards

Jonathan Jarrell created the university's Design and Construction Standards ten years ago and regularly works with several stakeholders to improve and expand them. This most recent update is very significant, reflecting over one year of work. The update includes changes to the Emergency Management mass notification systems, significant OIT updates per recent audit findings, additional lighting levels (including the start of LED standards), and building plaque details. Nearly all divisions of the standard were touched. We thank Jonathan for his commitment to this important document and for creating positive change for the university.

Kudos to Brian Flores

Senior Project Manager for FCT Roy Garza submitted the following note of thanks to Brian:

As a valued member of my team, I wanted to take this opportunity to thank you for your hard work and dedication. Your excellent service and demonstrated leadership has helped the new Facilities Construction Team meet and exceed its stated objectives.

In particular, I appreciate your focus on completing all of the high priority and urgent projects that were levied on the team with short notice and minimal guidance. Your efforts helped clarify the scope of work and led to effective schedules, and that resulted in over $1.2 million dollars of renovations and facility improvements that were completed on time and within budget.

Since taking over as team leader, none of our projects have gone over budget, and the schedules you developed provided your team the guidance needed to deliver each project on time and in accordance with customer expectations. The total cost of work completed was over $400,000 above our estimated plan, despite a shortage in personnel and extended hiring delays.

Your ability to lead and get results has earned you the respect and admiration of your team and the highest level of satisfaction from your customers. The average customer satisfaction score for fiscal year 2017 was 96%, and many of the comments provided are rave reviews for customer service, timely work and attention to detail. Employees like you make my job all the more rewarding and enjoyable.

Kudos to Robert De Hoyos and Armando Alcala

Robert De Hoyos often goes beyond the regular terms of client service. A new refrigerator was delivered with a damaged cooling system, and he took a lot of time coordinating repairs between the warranty company. The Auxiliary Zone was extremely valuable to getting the repairs done quickly. They often stepped in to help keep repairs moving forward. The moving team was also a key component in getting this done in a timely manner. The movers are always friendly and a great joy to work with.

Armando Alcala completed the installation of a new Pepsi fountain at the JPL and did a great job. Thank you for partnering with us to accommodate the Pepsi vendor on such short notice. Thank you to everyone involved in this project.

-Kudos to Robert De Hoyos and Armando Alcala, who earned the "We partner to deliver excellent customer service" Guiding Principle Collector Card for work they did to install a new Pepsi fountain in the JPL.

-Kudos to Brian Flores

As Maintenance leader of the Facilities Construction Team (FCT), Brian has successfully monitored and effectively scheduled numerous projects assigned to the FCT. His ability to clarify the scope of work for each project, maintain schedules and keep project costs within budget has been a tremendous benefit for the Facilities Construction Team. The high levels of customer satisfaction are a product of the hard work done by Brian and his team. This team has certainly promoted positive change for the university.

-Kudos to Robert De Hoyos and Armando Alcala who earned the “We partner to deliver excellent customer service” Guiding Principle Collector Card for work they did to install a new Pepsi fountain in the JPL.

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As Maintenance leader of the Facilities Construction Team (FCT), Brian has successfully monitored and effectively scheduled numerous projects assigned to the FCT. His ability to clarify the scope of work for each project, maintain schedules and keep project costs within budget has been a tremendous benefit for the Facilities Construction Team. The high levels of customer satisfaction are a product of the hard work done by Brian and his team. This team has certainly promoted positive change for the university.

-Kudos to Robert De Hoyos and Armando Alcala who earned the “We partner to deliver excellent customer service” Guiding Principle Collector Card for work they did to install a new Pepsi fountain in the JPL.
The UT System Office of Director of Police recognized UTSA’s Police Department and Gerald Lewis, Associate Vice President of Public Safety and Chief of Police, with its UT System Police Pacesetter Department of the Year award. UTSA PD was recognized for several innovative initiatives implemented over the last year.

Every fall the Office of Director of Police hosts the UT System police chiefs and select command staff members for a four-day conference/retreat. There, national, state and internal subject matter experts present on contemporary issues in American policing and university law enforcement.

This year, the group met in Galveston. On Monday, October 22, the conference began with the presentation of the University of Texas System Police annual awards, which includes the Pacesetter award. It recognizes the institutional police department and chief of police who have embraced national best practices, created a strategic vision for the future, engaged in the development of a positive and inclusive organizational culture, and demonstrated preparedness for any eventuality that may confront the department.

“It is my pleasure and privilege to recognize the UTSA Police Department and Chief Gerald Lewis for this very prestigious award,” said Michael J. Heidingsfield, Director of Police, University of Texas System Police, who presented the award to Chief Lewis. “Gerald is a great partner, collaborator and UTSP executive team member and exceptionally deserving of this award.” The department received a check for $2,500, provided by the University of Texas Foundation.

“This important award is a tribute to the awesome and dedicated efforts of each member of the UTSA Department of Public Safety,” said Chief Lewis. “It is a testimony to the commitment of our personnel to provide a safe environment for our university community.”

The UTSA Department of Public Safety includes the Police Department, Office of Emergency Management, Environmental Health Safety Risk Management, and Security Services. The department was also recognized for hosting the US Department of Homeland Security National Tabletop Exercise for Institutions of Higher Education in September. Some other recent accomplishments include:

- Introduction of the nationally recognized LiveSafe smartphone app to increase safety on UTSA campuses. UTSA was first in the UT System to launch this program. The LiveSafe@UTSA app allows students, faculty and staff to communicate directly with the UTSA PD and to send photos, videos or text messages regarding safety concerns.
- UTSA also created an UTSA-centric Active Shooter video entitled “Choose to Live.” Written and produced entirely in-house, the video provides guidance to campus community members on how to protect themselves and others during an active shooter incident. It promotes three key principles: Avoid, Deny, Defend. Campus-wide introduction of the video was preceded by a full-scale exercise to prepare public safety personnel to respond to an emergency incident. UTSA PD recommends that everyone watch the video.
A Presidential Kudo to Matt May, Mike Cole, Brent Tyroff, Joe Alderete, Juan Villarreal, and Fred Wiedner

Dr. Eighmy's office submitted a work order request for the movement of a desk in the President's office. While this work involved the setup and placement of the President's furnishing by the Physical Plant Services movers, the electricians were also needed to properly move the electrical outlets and to modify the desk to connect the electrical wiring. Extensive collaboration with the President's staff was required to ensure schedules were not disrupted.

President Eighmy sent this note to his staff and Facilities' staff:

Hi folks:
You were all involved in some way in the desk being here, modified, and moved. All I can say is that it is perfect, exactly as I wanted, and I appreciate all of your patience and efforts!
Thank you,
Best, Taylor

Kudos - Research Zone

Air handler unit #78, on the BSB roof, had a failing fan motor and was scheduled to be replaced on Friday October 12 but on October 5, the motor failed completely. This put the BSB third floor without heating and cooling airflow.

The Facilities Research Zone employees—Edward Celaya, Martin Cantu, John Bray, Eugene Alexander, Kevin Gill, and Michael Crane, lead by Justin Lowe—quickly jumped into action to replace the bad motor. The crew did a fantastic job and had the new motor up and running in two and a half hours keeping the outage to a minimum. During the repair, fans were placed in the hallways to help circulate air for the building occupants.

FCT Project Update—Downtown Campus Upgrades

The Facilities Construction Team renovated the Downtown Campus’s Advising Office. The team made important updates to the office, located in Buena Vista Street Bldg 1.302, during September. They painted the entire suite and replaced carpeting and the main entrance door. They also relocated the interior ADA door actuator button.

The Downtown Advising Center provides academic advising services to the undergraduate majors in the College of Public Policy; the College of Architecture, Construction and Planning; and the Mexican American Studies major, which is housed under the College of Education and Human Development.

The efforts support the President’s Initiatives, especially:

DESTINATION 1: UTSA will be a Model for Student Success

UTSA puts students first by cultivating an environment focused on their success. As a next generation Hispanic-thriving, multicultural institution where students from all backgrounds can excel, UTSA serves as a prosperity engine graduating world-engaged civic leaders of tomorrow. UTSA will continue the dramatic momentum of the last decade to retain and graduate more students, and will emphasize experiential learning and classroom-to-career educational opportunities.

Cattleman Square Parking Lot Lighting Upgrades

The Facilities Construction Team helped light the way for students and other community members using Downtown Campus’s Cattleman Square Parking Lot. In September, FCT members removed 10 metal halide light fixtures and replaced them with new LED light fixtures. They performed this safety upgrade at the request of Campus Services and UTSA PD, whose walk-through identified this area as needing better lighting.

The LED lighting enhancements offer more than twice the illumination of the metal halide. De-fusers were installed, which illuminated the areas in between the enhanced lighting. UTSA Facilities Services also trimmed the trees along the west side of the Cattleman Square parking lot, increasing the lighting and visibility of pedestrians. The UTSA community who park and/or walk through this lot will now be able to see and be more visible within the lot and the surrounding sidewalks and streets. These lighting enhancements are also twice as energy efficient and cost effective over time. New lighting at Cattleman Square is a win-win for the UTSA community and UTSA as the Downtown Campus continues to grow.
GPCC awarded to Dennis Layman

A Guiding Principle Collector Card was presented to Dennis Layman for his excellent response time and eagerness to help. The Help Desk is constantly being asked questions, especially about the financial area. Dennis is very knowledgeable and responds to any questions immediately. He keeps the Help Desk informed of any issues so that they are better equipped to answer any calls or tickets that may arise. We appreciate his assistance during the telecommuting transition and is a great example of the GPCC “We VALUE and Empower People.”

Thank you!

-Ana Rodriguez, Cynthia Ortiz, Jennette Hughes, and Araceli Pacheco
Facilitating communication and improve functions throughout Business Affairs

Business Affairs Staff Relations Council held the first meeting of its new cohort on October 24. VPBA Kathy Funk-Baxter spoke with the members present and shared the Council’s goal of making the university a better place for everyone who works here.

The members introduced themselves and learned more about each other and their new roles. During the second half of the meeting, the group met with Judy Verdon, Manager Training & Development. The remainder of the meeting was devoted to creating a mission statement and dividing the group into four-person teams.

Todd Cheslock of Business Contracts was selected as “Team Leader,” now titled “President.” Mary Alice Morizen is the official note keeper, in charge of writing and distributing minutes. After each meeting, the minutes will be reviewed and approved, then posted to the BASRC web page.

Visit the web page to learn about the BASRC and who your representative is.

UTSA’s Staff Council recognized Facilities’ Project Coordinator Andrew Goodenough for his strong work ethic and personal integrity. Colleague Elyse Danielle, who nominated him for the award, cited his excellent client service after he stepped in to manage her projects during her three-month maternity leave. BA’s Kristee Phelps (left) and Mary Alice Morizen (right) participated in the ceremony for the Staff Council.

Read the article on the VPBA website.

UTSA Staff Council recognizes one person or team per month from October through May. You can nominate a full-time staff member or team who deserves recognition for this prestigious award. Learn more.

More than 50 volunteers planted nearly 100 trees in Main Campus’s East Campus parking lot 3 on November 3 in celebration of Texas’s Arbor Day. In recognition of its 300th Anniversary/Tree Centennial, the City of San Antonio donated those trees and 250 more for adoption by area citizens. The city’s donation totaled about $50,000 plus $15,000 in in-kind support and materials.

Leading this effort for UTSA was Lani May, senior environmental and real estate planner and acting director of the Office of Sustainability. She got the call from the city on October 10 and quickly sprung into action, assembling the assistance of Facilities, Campus Services, Turner Construction, Student Center for Community Engagement and Inclusion, the Office of VPBA, and others. She also met with the College of Engineering, whose Pumpkin Smash Monster Mash and STEM Fair were slated for the same morning in East Campus lots 1 & 2.

Among the Facilities staff who helped prepare for the events were Fred Wiedner, George Martinez, Della Reyes, Sergio Velasquez and Josh Gerkin. On that Saturday, several members of Facilities staff were on site to support both events, including Rick Taylor, Joe Alderete, Juan Villarreal, Lani May and Matt May. EHSRM Risk and Life Safety Manager John DeLaHunt kept watch over the pumpkin catapulting, while Sustainability intern Jerry Sharp, Volunteer Services’ Brandi Raschke, and members of SGA, Green Society, and Sustainability Council offered their assistance at the planting site.

The city provided expert volunteers including their top Parks and Recreation leadership: Ross Hosea, City Forester, Mark Bird, City Arborist and Catherine Justice, City Horticulturist...along with Mayor Ron Nirenberg who read the city’s Arbor Day Proclamation then planted a tree with President Eighmy.

Congratulations and thanks to everyone who supported these successful events.
Thanksgiving Safety Tips

Travel and emergency:
Whether flying or driving, give yourself enough time to arrive early. Anticipate more traffic than usual during the holiday season. Pack an emergency safety kit in your car that includes:
- First aid kit
- Flashlight
- Blankets and warm clothes
- Cell phone charger
- Jumper cables
- Shovel, ice scraper, & tire chains – if traveling to the mountains
- Water and snacks – baby food and diapers if traveling with infants

Pets Tips:
Leaving pets unattended during the festivities can mean they’ll eat food that is unsafe for them (bread dough, alcohol, turkey bones, cake). Be careful with seasonal decorations and plants, as they can cause a possible injury to pets.

DON’T DRINK AND DRIVE
Centers for Disease Control (CDC) predicts that 25,000 traffic injuries will be the result of drinking and driving during the holiday season. Don’t do it!
- Assign a designated driver or take a cab
- Know your limits
- Even a small “buzz” is an impairment

Black Friday Tips:
Many people will be out to get the best deals on Black Friday. Just a few things to remember to ensure the safety of your family:
- Stay alert and be aware of your surroundings
- Report suspicious activity, if you see something say something
- Use extra caution while driving
- Always lock your vehicle
- Be aware of phone scams as they increase during the holiday season
- Store all your purchases/packages in the trunk of your car, out of view. Walk to your vehicle with your car keys in your hand.
Business Affairs Bulletin Board

Save the date:
Wednesday, December 12
Business Affairs Holiday Luncheon

For your musical enjoyment:
November 18 & 19 Winterlude Ensemble ($10)
November 26 Guest Recital: Neil Thornock, composer and organist
November 30 UTSA Mariachi Los Paísanos
December 3 UTSA Jazz Combos Concert
December 4 Winterlude: Holiday Bands ($10)

We thank our Veterans!

Official Drop-Off Location

Clothing Drive
To help community members prepare for career advancement

Donate clean, gently worn women’s or men’s professional/work clothing, coats & casual attire

Bring to NPB 4.120
By December 3, 2018

Items will be donated to:
- Dress for Success
- Career Gear
- UTSA’s Career Closet & Roadrunner Pantry

Successful Connections, Inc.  www.successfulconnections.org
Empowering women and men facing challenges to transform and enrich their lives through meaningful and sustainable employment.

For more information, contact:
Melissa May@utsa.edu | 210-458-4204