



# Financial Area Representatives

---

March 23, 2022

Facilitator: Gregory Yturalde

Assistant Vice President, Financial Affairs & Controller

**UTSA** Business Affairs

# Announcements

- Annual Inventory Certification
  - New On Demand Training
- Fiscal Year-End Workshops
  - Early Summer 2022
  - Virtual
  - <https://www.utsa.edu/financialaffairs/about/fiscal-year-end.html>
- Fall 2022 Maintenance Project Submission Deadline
  - Facility maintenance projects that require completion before the fall semester should submit a work request to the Facilities Service Center no later than June 1, 2022
- Business Service Center Teams Group
  - Available March 25<sup>th</sup>
  - Multiple discussion boards for a variety of business functions along with shareable files
  - First monthly informational session will be held on April 13<sup>th</sup>

# Today's Agenda

- Financial Guideline Updates

Lilian Man, Senior Policy Analyst

- Purchasing Update

John Rascon, Director Purchasing

- Campus Services Update

Kevin Price, Senior Associate Vice President Campus Services

Clay Haverland, Assistant Vice President Campus Services

- Modifications to Plant Cost Centers

Cynthia Schweers, Assistant Controller

- Budget Timelines

Tammy Anthony, Assistant Vice President Budget & Financial Planning

- Southwest Airlines Presentation on April and May Promotions

Colin Roth, Account Manager State and Higher Ed Southwest Business



# Financial Guidelines Updates

---

Lilian Man  
Senior Policy Analyst

# Updated guidelines

- Business-Related Hospitality and Entertainment Expenditures
- Capital Projects
- Inventory for Resale: Management Guidelines for Service Centers
- Laboratory Fees
- Payment Holds
- Purchasing
- Surplus Property
- Travel Advances
- Work Schedule Change Request (archived)

# Business-Related Hospitality and Entertainment Expenditures

Added/clarified

- On-the-job meals for remote work
- Spouse/partner meals (need prior approval)
- Reimbursement procedures

# Capital Projects

Major capital projects section

- Relates to capital projects \$10 million and above
- Added gift funds to the preferred expenditure order

# Inventory for Resale: Management Guidelines for Service Centers

- Reminder: Annual inventory count and reconciliation
- Submit Inventory Reconciliation form to the associate director of accounting



# Laboratory Fees

## Clarified

- Laboratory Fee General Information section
- Fee additions and changes (part of tuition and fee proposal process)

# Payment Holds

- New guideline, existing state requirement
- State requirements remain the same
- Includes holds relating to vendors, students, employees, reimbursements, payroll

# Purchasing

The Contract Management Handbook is the official guidance and provides more detail.

Clarified and codified processes including

- After the Fact Purchase Orders
- WorkQuest for state-funded purchases
- Purchases with specific requirements
- Receiving goods

# Surplus Property

## Clarified

- Processes (these differ for capital and controlled property vs other property. Example, use the PeopleSoft AM module if transferring capital or controlled property to Surplus Property)
- Disposal priority

## Reminders

- Surplus property rules apply to UTSA property except real property
- Only Surplus Property may dispose of/sell UTSA property

# Travel Advances

Clarified processes

- Requests (Travel Authorization or Request for Travel Authorization processed prior)
- Settlement
- Training: [Cash Advance Process for Travel and Participant Advances PS0309.01](#)

Reminder: Travel advances should be minimal.

# Work Schedule Change Request

- Archived
- Information on [How to Request a Work Schedule Change](#)

# Questions



# Purchasing Update

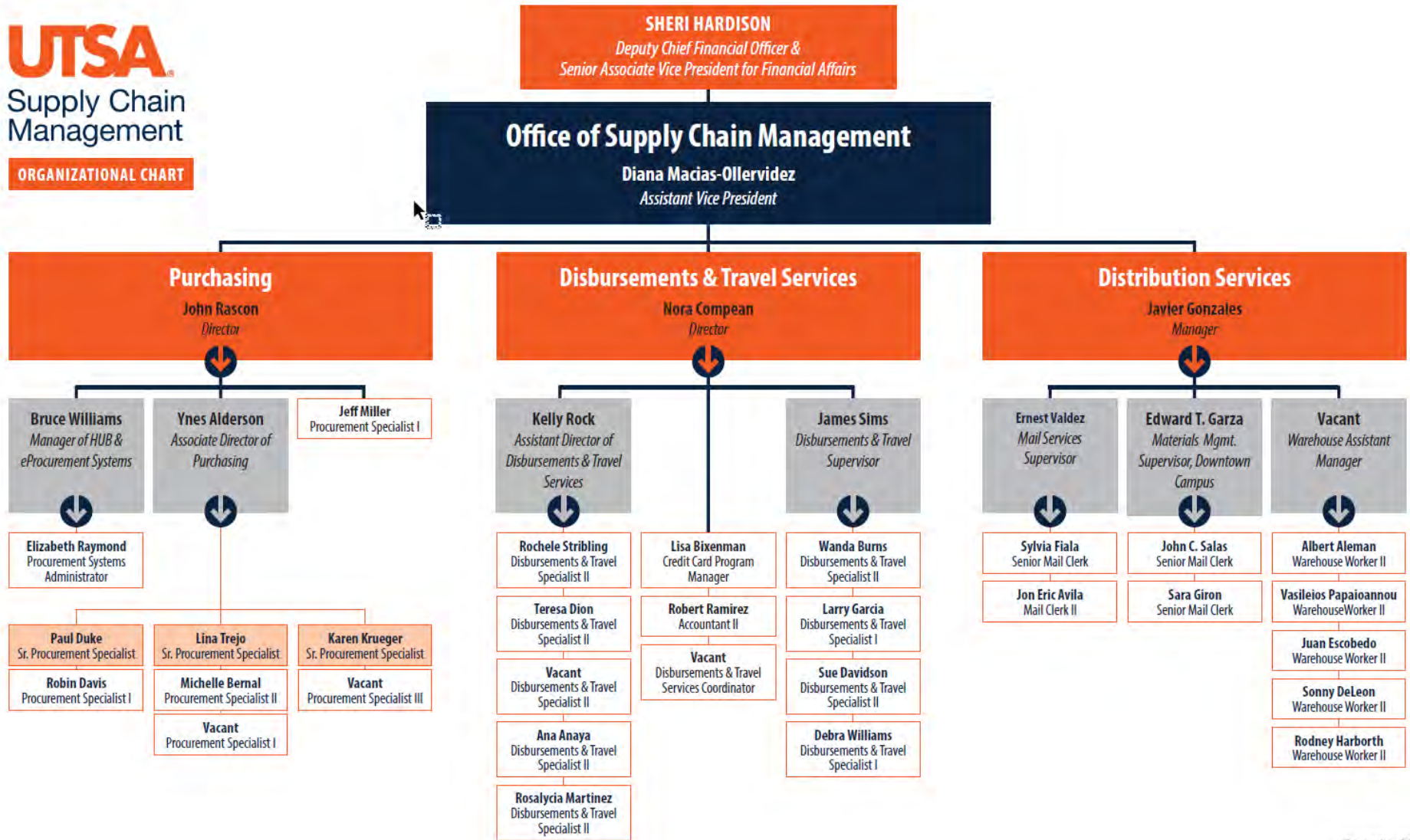
---

John Rascon  
Director Purchasing



**UTSA**  
Supply Chain  
Management

**ORGANIZATIONAL CHART**



The University of Texas at San Antonio

# UTSA Purchasing

## Leadership Team



**John Rascon**

Director of Purchasing,  
Chief Procurement Officer



**Ynes Alderson**

Associate Director of Purchasing



**Bruce Williams**

HUB Program Manager



# UTSA CORE VALUES

We encourage an environment of dialogue and discovery, where integrity, excellence, inclusiveness, respect, collaboration and innovation are fostered.



## Customer Service

Provide a best-in-class customer service experience to end users, stakeholders and vendors by optimizing Purchasing processes and provide responsive communications with clear guidance.

## Compliance

Engage our customers with ethical procurement processes and procedures that are compliant to Federal, State, UT System and UTSA regulatory requirements.

## Creativity

Provide our customers with creative solutions to tactical procurements as well as cutting edge solutions that will enable UTSA to be trendsetters in the Purchasing field.

## Collaboration

Proactively partner with our internal customers and external suppliers to deliver "best value" and HUB participation across all areas of spend. This includes collaborating on projects like formal solicitations and improving business processes.

## Consistency

Deliver departmental effectiveness and reliability through consistent communication, development of procurement skills and "best practice" process that can be easily replicated.

# TRANSFORMATION ROADMAP



Jan 22



# PHASE I

## FOUNDATION

### 1/ Optimize Workload

Ensure Purchasing Team is aligned to current customer needs while ensuring the Procurement Specialist is set up for success

### 2/ Establish Project Status Reviews

Provide a transparent communication device to inform leadership progress on formal solicitations and projects

### 3/ Evaluate Current Processes

Ensure our processes are efficient and provide meaningful data outputs


### 4/ Relationship Building

Proactive partnering with our customers. Establish a regular cadence of meetings that fit the end users needs.

Started meeting with each of the BSCs – quickly seeing progress – UTS, RECAP


# Project: NSCC SDS Building (Under Construction)

Action Officer: Karen

<p><u>Scope:</u></p> <p><b><i>Ancillary services for the building. (FFE)</i></b></p> <ol style="list-style-type: none"> <li>1. Fire Alarms Upgrade</li> <li>2. AV Equipment</li> <li>3. Furniture (4M)</li> <li>4. Move Consultant / Services</li> </ol> <p><u>Status:</u> </p>	<p><u>Upcoming Events (next 2 weeks)</u></p> <ol style="list-style-type: none"> <li>1. Fire Alarms Upgrade (74K)</li> <li>2. AV Equipment (3.2M)</li> <li>3. Furniture (4M) (March)</li> <li>4. Move Consultant / Services (March)</li> </ol>	<p><u>Project Milestones</u></p> <ol style="list-style-type: none"> <li>1. <b><i>GPOQT released 1/25 and due 1/28. PO Issued.</i></b></li> <li>2. <b><i>GPO QT and PO pending receipt of signed and acknowledged Form 1295, GPO Approval form, and routed &amp; signed Nepotism form. PO Issued.</i></b></li> <li>3. <b><i>Anticipating using GPO's. Reqs will be entered as packages are completed and sent to Purchasing. Reqs scheduled to be entered between March and April. Still on track to issue the first of the requisitions in early March.</i></b></li> <li>4. <b><i>Scheduled to meet with Jonathan/ Corrina to get update on scope to be more "job order" than project specific. RFQ and RFP to be issued in early March.</i></b></li> </ol>
<p><u>Coordination:</u></p> <ol style="list-style-type: none"> <li>1. Fire Alarm /GPO event/ system upgrade not covered by construction building. Considered upgrade to make code compliant. <b><i>PO Issued.</i></b></li> <li>2. AV equipment to be purchased thru Alliance. Coordinated with Casey and Joe. <b><i>PO issued.</i></b></li> <li>3. Met with Dept./UTHSCSA to establish timelines for furniture reqs. Reqs will be entered in March/ April. Will meet with UTHSCSA to mid-February to check submittal status. <b><i>Continue to meet with Deborah and Daniela on scope and dates.</i></b></li> <li>4. Receive scope with Corrina, immediate need is NSCC, but asked this to be a Job Order for other immediate needs. <b><i>RFQ &amp; RFP pending release early March.</i></b></li> </ol>	<p><u>Communication Plan:</u></p> <ol style="list-style-type: none"> <li>1. Event released and due 1/28/22.</li> <li>2. Event closed, working on getting all required forms signed and completed.</li> <li>3. Mid-February meeting scheduled to get update on req enter dates. <b><i>Continue to meet with Deborah and Daniela on scope and dates.</i></b></li> <li>4. Set meeting for 1/28 to review "job order" scope.</li> </ol>	

# Project: Recovering & Improving Small Business Series

Action Officer: Bruce Williams

<p><u>Scope:</u></p> <p><i>UTSA HUB Program, SAISD Procurement Services and Alamo Colleges Procurement Services has developed and organized a series of quarterly workshops designed to assist businesses that are Historically Underutilized Business (HUB) or Small, Minority, Woman-Owned, Disabled-Veteran Business on how to develop/recover their business post COVID-19, prepare them to do business with local agencies and other State entities; improve their skills or get insight on tips RFP's, contracts, writing proposal's, etc.</i></p> <p><u>Status:</u> </p>	<p><u>Upcoming Events (next 2 weeks)</u></p> <ol style="list-style-type: none"> <li>1. City of Houston Small Business Match Making Event</li> <li>2. HUB Contractor Guide Virtual Training Workshop - UT Austin, UT Health San Antonio, UT San Antonio</li> <li>3. Senator Royce West Spot Bid Fair May 2022.</li> </ol>	<p><u>Project Milestones</u> <i>(include significant milestones here)</i></p> <ol style="list-style-type: none"> <li>I. Sept. 22, 2021 – Experiences on Recovering &amp; Improving Post Covid-19 – COMPLETED</li> <li>II. January 19, 2022 at 10am – Meet the Resources for Small Businesses – Webinar (Zoom) - COMPLETED</li> <li>III. April 27, 2022 – Developing &amp; Writing a Proposal</li> <li>IV. July 27, 2022 – Get Your Score Up on RFP's</li> </ol>
<p><u>Coordination:</u></p> <p>3-tiered education collaboration between UTSA HUB Program, SAISD Procurement Services and Alamo Colleges Procurement Services.</p>	<p><u>Communication Plan:</u></p> <p>Solicitation of emailer and flyers utilizing key communicator networks such as community partners, UTSA network (SBCD, MBDA, PTAC, CGC), counterparts within other San Antonio agencies, and three partners databases (CMBL, SCTRCA).</p>	



# PHASE II

## Gain Traction



### 1/ Establish Strategic Sourcing Plan

Identify sourcing opportunities

### 2/ Leverage Resources

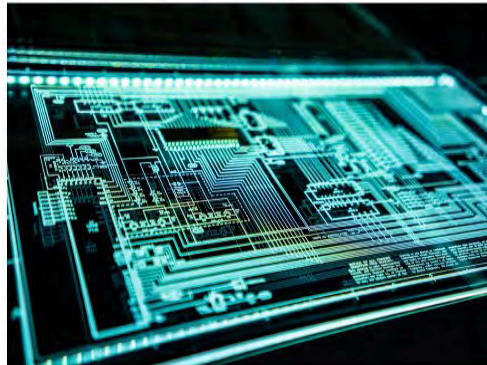
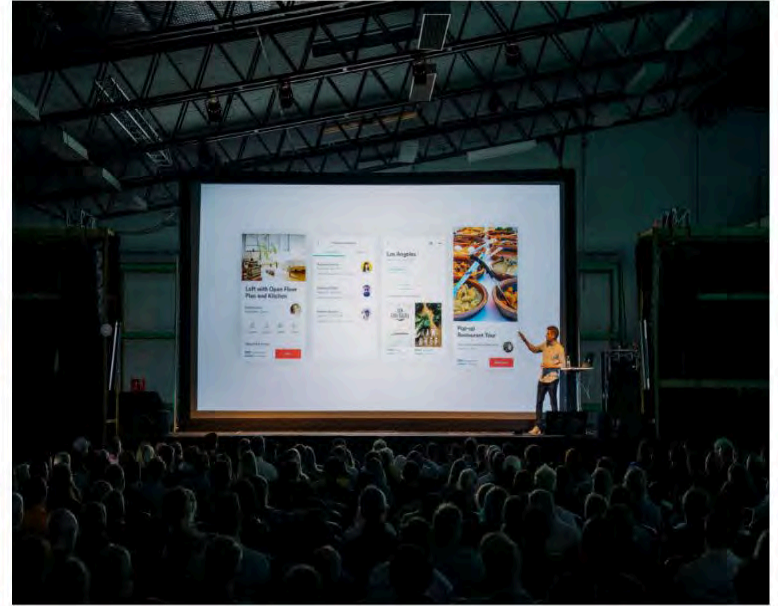
Utilize UTSA Workforce as well as external resources (e.g. UTSSCA, Vizient)

### 3/ Incorporate Catalogs

Expand seamless ordering experience for customers

# PHASE III

R&D Opportunities to ensure we are on the cutting edge



**UTSA Procurement Bidding Requirements**

Contract Value or PO Amount	UTSSCA	Vizient	State Contract (DIR/TXMAS)	Other Accredited GPOs	Informal Bid	Formal Bid/Proposal (ITB/RFP)
<\$14,999	Dept obtains one quote	Dept obtains one quote	Dept obtains one quote	Dept obtains one quote	Only one bid/quote needed	Use Informal Bid
\$15,000 - \$49,999	Dept obtains one quote	Dept obtains one quote	Dept provides one quote/SOW Purchasing completes sourcing event <sup>1</sup>	Dept provides one quote/SOW Purchasing completes sourcing event <sup>1</sup>	Dept provides one quote/SOW Purchasing completes sourcing event <sup>1</sup>	Use Informal Bid
\$50,000 - \$1M	Dept obtains one quote	Dept obtains one quote	Dept provides one quote/SOW Purchasing completes sourcing event <sup>1</sup>	Dept provides one quote/SOW Purchasing completes sourcing event <sup>1</sup>	Not allowed	Dept provides scope, Purchasing completes ITB/RFP
\$1M - \$2.5M	Dept obtains one quote	Dept provides one quote/SOW Purchasing completes sourcing event <sup>1</sup>	Dept provides one quote/SOW Purchasing completes sourcing event <sup>1</sup>	Dept provides one quote/SOW Purchasing completes sourcing event <sup>1</sup>	Not allowed	Dept provides scope, Purchasing completes ITB/RFP
>\$2.5M	Dept obtains one quote	Dept provides one quote/SOW Purchasing completes sourcing event <sup>1</sup>	Dept provides one quote/SOW Purchasing completes sourcing event <sup>1</sup>	Dept provides one quote/SOW Purchasing completes sourcing event <sup>1</sup>	Not allowed	Dept provides scope, Purchasing completes ITB/RFP

<sup>1</sup> If only one supplier is found in a category, Purchasing will request end user to complete Exclusive Acquisition Justification (EAJ).  
If multiple vendors are available or HUB vendors are required as part of the bidding requirements, then Purchasing will conduct a sourcing event.

**Special Approval Requirements for All Purchases**

Historically Underutilized Business (HUB) Subcontracting Plan req'd for purchases >\$100k  
OIT Risk Assessment (Required for all purchases that contain cloud computing) – please allow up to 30 days for data gathering and assessment.

Purchase is submitted to the UT System Office of Business Affairs (OBA) if utilizing

GPO/State Contract with a value > \$2.5M

(Alliance submits for their contracts)

Board of Regents (BOR) Approval (Consent Agenda)

ITB/RFP/EAJ: >\$1M with exceptions as identified in Regents Rule 10501All Accredited

GPO/State Contracts: >\$2.5M with exceptions as identified in Regents Rule 10501 section 2.2.7

**Acronyms**

SOW: Scope of Work

UTSSCA: University of Texas System Supply Chain Alliance

ITB: Invitation to Bid

RFP: Request for Proposal

**Quote/Proposal Notes for End Users**

1. When obtaining quotations, request a quote to be valid for 20 days.
2. If the vendor is on a GPO, request they put GPO Contract number on the quote.
3. Even if your purchase only requires one quote, please note that your purchase may require additional special approvals (see Special Approval Notes).
4. Purchasing can answer your questions regarding EAJ justifications or applicability.

**Links**

[Accredited GPO Listing](#) – Links to each of the accredited GPOs on this page  
[Purchasing Website](#)

Tasks	Responsibility	Business Days to Complete	
Procurement Options to Dept	Purchasing	Tasks in green assume active, ongoing partnership with the Purchasing Department. Minimum of 2-4 week lead time is necessary to complete those steps if not engaged in proactive partnership with Purchasing.	
Decision made to Procure	Department		
Scope Developed	Department		
Requisition submitted/approved <sup>(1)</sup>	Department		
Tasks	Responsibility	FORMAL	Competitive GPO
Timeline/Scope Refinement	Purchasing/Department	5	2
Identifying T&C's/Sample Agreement (if applicable)	BCO/Risk Mgmt/OGC	Up to 30 days	Up to 10 days
Sourcing Event Creation	Purchasing	3	3
Final Solicitation Approval	Department	5	5
Solicitation Advertised	Purchasing	3	3
Response Period (from advertised)	Vendor	21-35 Calendar days	Up to 10 Calendar days
Preproposal Meeting/walkthroughs <sup>(2)</sup>	Purchasing	5	n/a
Solicitation Questions Sent to Dept <sup>(2)</sup>	Purchasing	1	n/a
Official Responses to Questions <sup>(2)</sup>	Department	5	n/a
HSP Evaluation <sup>(3)</sup>	HUB Manager	3	3
Purchasing responsiveness review <sup>(3)</sup>	Purchasing	5	2
Evaluation of Responses <sup>(3)</sup>	Evaluation Committee	10	2
Interview/Presentations (if necessary)	Evaluation Committee	10	n/a
OIT Risk Assessment (if necessary)	Purchasing Department/BCO	Up to 30 days	Up to 30 days
Contract Negotiation (if allowed)	Evaluation Committee/BCO	Varies	n/a
OBA Approval (See Special Approvals on pg 1)	OBA (Purchasing routes)	n/a	3
BOR Approval (See Special Approvals on pg 1)	BOR (BCO routes)	Dependent on BOR meeting schedule	Dependent on BOR meeting schedule
Execution (all signatures obtained)	BCO routes	5	5
Performance begins	Contract effective date	1	1

Once requisition is received a specific timeline will account for the steps that are necessary based on the unique characteristics of the solicitation

<sup>(1)</sup> Assumes scopes, schedules, drawings, specification book, etc. is attached to Requisition

<sup>(2)</sup> Events that happen while the solicitation is available to the public – generally included in the Response Period

<sup>(3)</sup> Review time varies by number of responses received

**Time range for vendors, internal/external depts (listed under Responsibility) and evaluation committee – 36-126 business days (formal), 28-63 business days (competitive GPO)**

**Time range for Purchasing to process – 19 business days (formal), 16 business days (Competitive GPO)**

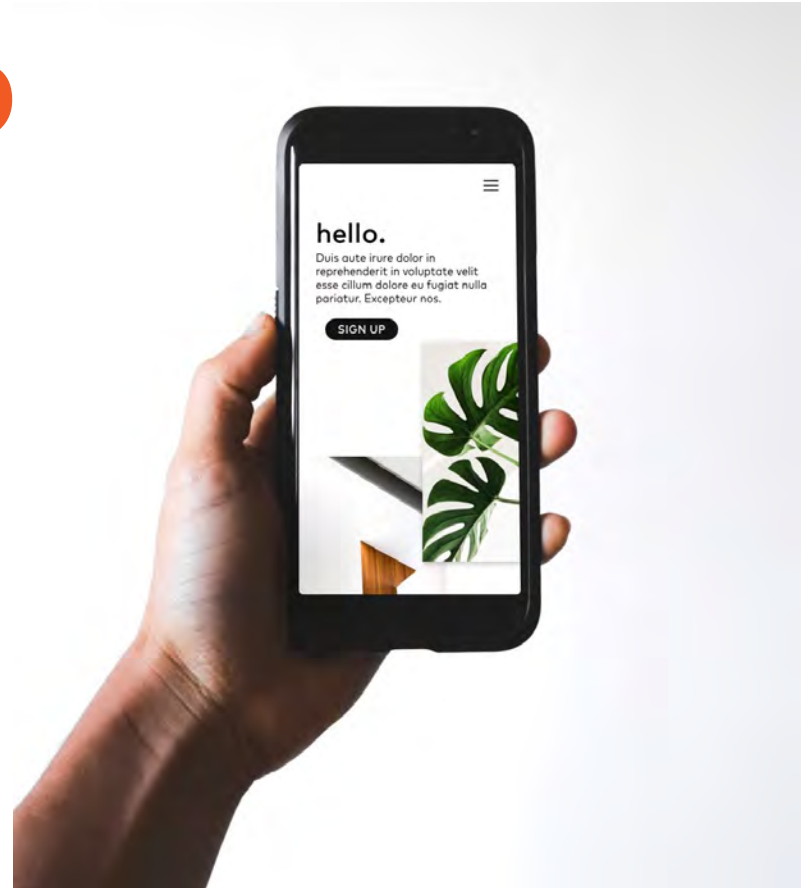
# TRANSFORMATION ROADMAP



# LET'S GET STARTED

## Purchasing at UTSA

- 🌐 [Purchasing website](#)
- @ [Purchasing@utsa.edu](mailto:Purchasing@utsa.edu)
- 🌐 [Staff and Faculty Resources](#)



# Questions



# Campus Services

---

Kevin Price, Senior Associate Vice President Campus Services  
Clay Haverland, Assistant Vice President Campus Services





**UTSA**<sup>®</sup>

The University of Texas at San Antonio<sup>™</sup>

**Dining and Parking Updates**

**FAR Meeting 3.23.22**

# Dining Renovation Objectives

- Add a broader variety of dining options
- Add healthier food options
- Increase options for diners with dietary restrictions (e.g. vegan, vegetarian, gluten-intolerant)
- Improve efficiency and convenience
- Enhance the dining atmosphere
- Enhance outdoor dining and capacity

## JPL Food Court

- Freshens: Fresh Food Kitchen replaces Steak 'n Shake
- Rowdy Mart expanded
- Starbucks refresh
- Chik-fil-A adds GrubHub Ultimate



A healthy, fast casual concept that offers prepared to order food and fresh blended smoothies, inspired by fresh ingredients and authentic flavors.

The core menu includes: Grilled Flatbreads, Fresh Tossed Salads, Rice Bowls, and 100% Fresh Blended Smoothies.

One Trending Now platform is always offered and can include: Toasted Wraps, Artisan Melts, or Signature Quesadillas.

Guests can choose from a variety of ingredients to create Vegetarian, Gluten Free and Vegan Lifestyle Options.

**freshens.**  
FRESH FOOD  
KITCHEN

# Menu

## grilled flatbreads

Served Soft, Warm & Toasty

### Chipotle Chicken Club 670 cal

Chicken\*, tomatoes, romaine, provolone, bacon, chipotle ranch dressing

### BBQ Bacon Chicken 660 cal

Chicken\*, bacon, romaine, cheddar-jack, Sweet Baby Ray's® BBQ sauce

### Pesto Chicken 600 cal

Chicken\*, provolone, red peppers, fresh baby spinach, pesto

### Santa Fe 720 cal

Chicken\*, organic black beans, cheddar-jack, romaine, salsa, chipotle ranch dressing

### Kale Caesar 650 cal

Chicken\*, romaine, kale, tomatoes, provolone, parmesan, Caesar dressing

♥ \*NO Antibiotics EVER!



## rice bowls

Internationally Inspired Rice Bowls

### Spicy Korean 520 cal

Sweet and spicy Korean BBQ sauce, chicken\*, lettuce, egg, Asian slaw, cucumber, black sesame seeds, white rice

### Florence 550 cal

Chicken\*, spinach, parmesan, red peppers, tomatoes, provolone, basil balsamic vinaigrette, brown rice

### KC BBQ 610 cal

Sweet Baby Ray's® BBQ sauce, chicken\*, bacon, corn, lettuce, cheddar-jack, red onion, tomatoes, white rice

### Baja Queso 680 cal

Chicken\*, queso blanco, corn, salsa, lettuce, chipotle ranch, white rice

### Buffalo 600 cal

Spicy buffalo ranch, chicken\*, bacon, Gorgonzola, tomatoes, carrots, lettuce, white rice

### Mexican 710 cal

Chicken\*, organic black beans, salsa, corn, red onion, cheddar-jack, tomatoes, lettuce, chipotle ranch, white rice

### Power Protein 700 cal **35n**

Organic black beans, chicken\*, egg, bacon, tomatoes, cheddar-jack, lettuce, buffalo ranch, brown rice

♥ \*NO Antibiotics EVER!



## salads

Fresh Tossed

### Roadhouse BBQ Chicken 420 cal

Romaine, chicken\*, corn, tomatoes, onions, cheddar-jack, Roadhouse BBQ ranch dressing

### SW Chipotle Chicken 570 cal

Romaine, chicken\*, corn, organic black beans, onions, tomatoes, cheddar-jack, salsa, crisps with chipotle ranch dressing

### Chicken Avocado Cobb 600 cal

Romaine, chicken\*, tomato, bacon, cheddar-jack, parmesan, egg, avocado lime ranch dressing

### Buffalo Chicken 480 cal

Romaine, chicken\*, bacon, carrots, tomatoes, parmesan, Gorgonzola, buffalo ranch dressing

### Chicken Caesar 510 cal

Romaine, chicken\*, tomatoes, parmesan, Caesar dressing

### Strawberry & Kale 470 cal

Romaine, kale, chicken\*, strawberries, apples, dried cranberries, Gorgonzola, pecans, strawberry vinaigrette

♥ \*NO Antibiotics EVER!



## toasted wraps

Crispy, Fresh, Full of Flavor

### Super Green 540 cal

Romaine, chicken\*, kale, tomatoes, parmesan, Caesar dressing

### Diablo Chicken 410 cal

Chicken\*, tomatoes, carrots, romaine, gorgonzola, buffalo ranch dressing

### Chicken Avocado 570 cal

Chicken\*, romaine, bacon, tomato, provolone, avocado lime ranch dressing

### Mexicano 640 cal

Chicken\*, organic black beans, rice, salsa, corn, tomatoes, cheddar-jack, lettuce, chipotle ranch dressing

### Spinach Pesto 500 cal

Chicken\*, pesto, red peppers, spinach and mozzarella

♥ \*NO Antibiotics EVER!





# Menu

## FRESH BLENDED SMOOTHIES

100% **clean** ingredients | **gluten free**

### ALL FRUIT BLENDS

16oz SM 0.00 20oz RG 0.00 32oz LG 0.00

- WILD STRAWBERRY™** ✓  
Strawberries, kiwi-lime
- CARIBBEAN CRAZE™** ✓  
Bananas, strawberries
- MAUI MANGO™** ✓  
Mango, strawberries, bananas
- TROPICAL THERAPY™** ✓  
Pineapple, kiwi-lime, coconut
- MANGO ME CRAZY™** ✓  
Mango, pineapple
- BANGIN' BERRY™** ✓  
Pomegranate, raspberries, blueberries, bananas

PLANT-BASED POWER

20oz CAL

300

300

390

530

320

330

### CLASSIC BLENDS

16oz SM 0.00 20oz RG 0.00 32oz LG 0.00

- JAMAICAN JAMMER™**  
Strawberries, bananas, yogurt
- ORANGE SUNRISE™**  
Pineapple, strawberries, bananas, orange
- PEACH ON THE BEACH™**  
Peaches, strawberries, mango, orange
- BLUEBERRY BOOST**  
Blueberries, bananas, peanut butter, yogurt

DAIRY

20oz CAL

330

330

330

600

### PURPOSE BLENDS

16oz SM 0.00 20oz RG 0.00 32oz LG 0.00

- WELLNESS GOIN' GREEN™** ✓  
Fresh kale, spinach, mango, pineapple
- WELLNESS SUPERBLENDS DETOX** ⓓ  
Strawberries, pineapple, 4 organic veggies, ginger, turmeric, orange
- ENERGY AÇAÍ ENERGY** ✓  
Organic açai, strawberries, bananas, blueberries, granola
- SUPERFOOD ENTER THE DRAGON** ✓  
Dragon fruit, mango, bananas
- FITNESS PB PROTEIN 24g\*** ⓓ  
Peanut butter, bananas, cocoa, yogurt, plant protein

20oz CAL

280

270

410

310

480

### BOOSTERS

EACH .00 • Energy adds 5 cal • Plant Protein adds 35 cal

### BOWLS

0.00

#### AÇAÍ BANANA BERRY BOWL 580 CAL

Blend: Organic Açai, bananas, strawberries, blueberries  
Topping: Granola, strawberries, bananas, honey

#### PITAYA BOWL 640 CAL

Blend: Dragon fruit, mango, bananas  
Topping: Granola, strawberries, bananas, honey

✓ = VEGAN  
ⓓ = DAIRY

\*Portion sizes based on 16oz size.  
2,000 calories a day used for general nutrition advice, but calorie needs vary. Additional nutritional information available upon request.

# Freshens: Fresh Food Kitchen



# JPL Starbucks Refresh



- Update décor and equipment
- Add capacity to offer nitro cold brew
- Convert to Starbucks POS which will allow customers to use the company's app



# Chick-fil-A (CFA) – Ultimate GrubHub

## Grubhub Ultimate

A Fully-Integrated Ordering & Operating System  
for Restaurant Dining



- POS with direct integration to the Grubhub
- Customer displays to show real-time order estimates
- Self-ordering kiosks at CFA
- Kitchen display system (KDS)

# Student Union Dining

- Expand Panda Express
- Add Rising Roll Gourmet Café
- Refresh Food Court Seating Area
- Finalizing Replacement for Slice

# Rising Roll Gourmet Café Menu

## BREAKFAST

<b>THE GRANDE BURRITO</b>	cal. 630	4.19
Scrambled eggs, cheddar cheese, green onions, diced tomato, sausage served with salsa		
<b>EGG &amp; CHEESE CROISSANT</b>	cal. 500	4.59
Scrambled eggs, cheddar cheese		
<b>BACON, EGG &amp; CHEESE CROISSANT</b>	cal. 580	5.39
Hickory smoked bacon, scrambled eggs, cheddar cheese		
<b>HAM &amp; CHEESE CROISSANT</b>	cal. 580	5.19
<b>HAM, EGG, &amp; CHEESE CROISSANT</b>	cal. 580	5.39
<b>ASSORTED BAGELS</b>	cal. 260-300	2.09
Everything, Plain, Cinnamon Raisin		
<i>ADD CREAM CHEESE</i>	cal. 70	0.99
<b>AVOCADO TOAST</b>	cal. 290	3.39
Fresh avocado, provolone cheese, basil pesto aioli		
<b>CINNAMON ROLL</b>	cal. 820	2.99

## SMOOTHIES

<b>BANANA PEANUT BUTTER</b>	cal. 230	4.99
<b>STRAWBERRY OATMEAL</b>	cal. 390	4.99
<b>STRAWBERRY BANANA</b>	cal. 380	4.99
<b>MANGO SMOOTHIE</b>		

\*All smoothies contain dairy

## FRESH BREWED COFFEE

		12 oz	16 oz	20 oz
<b>HOT</b>				
Fresh brew	cal. 5	1.99	2.29	2.49
Latte	cal. 140-240	3.39	3.99	4.19
Mocha	cal. 400-650	3.89	4.49	4.79
White Mocha	cal. 390-510	3.89	4.49	4.79
Caramel Macchiato	cal.340-480	4.59	4.99	5.19
Americano	cal. 0-5	2.89	3.09	3.19

Add syrup 0.80 Vanilla, Caramel, Hazelnut  
Sub Almond, Soy, or Oat Milk 1.00



		16oz
<b>COLD</b>		
Cold Brew	cal. 5	2.25
Iced Coffee	cal. 5	2.59
Iced Latte	cal. 90	3.99
Iced Mocha	cal. 320	4.49
Iced White Mocha	cal. 320	4.49
Iced Caramel Macchiato	cal. xxx	4.99
Iced Americano	cal. 5	3.19



\*2,000 calories a day is used for general nutrition advice, but calorie needs vary. Additional nutrition information available upon request

# Rising Roll Gourmet Café Menu

## SIGNATURE SANDWICHES

**CHICKEN SALAD & APPLES on a Multigrain roll** nuts

Homemade chicken salad, blue cheese dressing, hickory smoked bacon, Granny Smith apples

cal. 810 7.19

**CADILLAC CHICKEN on a Multigrain roll**

Fresh chicken breast, provolone cheese, hickory smoked bacon, Romaine lettuce, tomato, honey mustard

cal. 860 7.29

**TURKEY & PEAR WITH GOAT CHEESE on a Multigrain roll**

Sliced turkey, fresh pear, goat cheese, Romaine lettuce, sweet chili sauce

cal. 580 7.99

**BLT on sliced honey wheat**

Six slices of hickory smoked bacon, Romaine lettuce, tomato, mayo

cal. 640 7.29

**TUNA MELT on a french boule** nuts

Homemade tuna salad, hickory smoked bacon, Cheddar cheese, Romaine lettuce, tomato

cal. 930 7.89

**ORIGINAL VEGGIE on a French roll**

Fresh avocado, Romaine lettuce, tomato, cucumber, roasted reds, provolone cheese, mayo

cal. 560 5.99

**CHICKEN SALAD on a Croissant**

Homemade chicken salad, Romaine lettuce, tomato

cal. 730 6.39

**TURKEY CHEEZER on a Multigrain roll**

Oven-roasted turkey, provolone cheese, Romaine lettuce, tomato, mayo

cal. 730 6.69

**HAM CHEEZER on a Multigrain roll**

Ham, Swiss cheese, Romaine lettuce, tomato, mayo, Spicy brown mustard

cal. 700 6.69

**ROAST BEEF CHEEZER on a french boule**

Roast beef, Cheddar cheese, Romaine lettuce, tomato, spicy brown mustard, mayo

cal. 640 7.79

**GRILLED CHEESE on Texas toast**

Melted provolone and cheddar cheese

cal. 560 4.49



\*2,000 calories a day is used for general nutrition advice, but calorie needs vary. Additional nutrition information available upon request

# Rising Roll Gourmet Café Menu

## SIGNATURE WRAPS

<b>TURKEY, BACON, AVOCADO WRAP</b> on a Whole Wheat tortilla	cal. 540	7.99
Oven-roasted turkey, hickory smoked bacon, fresh avocado, Romaine lettuce, tomato, basil pesto aioli		
<b>BUFFALO WRAP</b> on a Tomato Basil tortilla	cal. 750	7.49
Fresh chicken, cheddar cheese, tomato, Romaine lettuce, buffalo sauce, blue cheese dressing		
<b>TUSCON WRAP</b> on a Tomato Basil tortilla <small>nuts</small>	cal. 1090	7.49
Fresh chicken, hickory smoked bacon, cheddar cheese, Romaine lettuce, tomato, toasted almonds, creamy ranch dressing		



## HOT SANDWICHES

<b>FRENCH DIP</b> on a French roll	cal. 520	7.29
Roast beef, provolone cheese, caramelized onions served with au jus		
<b>CHICKEN PORTABELLA</b> on Cuban bread	cal. 750	7.29
Fresh chicken, marinated portabella mushroom, roasted reds, provolone cheese, basil pesto aioli		

## UNDER 450 CALORIES

<b>HUMMUS, CHICKEN, &amp; GOAT CHEESE</b> on a Flour tortilla	cal. 440	7.09
Fresh chicken, hummus, Romaine lettuce, diced tomatoes, diced cucumbers, goat cheese, Balsamic dressing		
<b>HUMMUS VEGGIE SANDWICH</b> on a Multigrain roll	cal. 370	6.29
Hummus, cucumbers, tomatoes, Romaine lettuce, roasted reds, fresh avocado		

**MAKE IT A COMBO**

Add chips and a 24 oz drink to any sandwich or wrap

**2.69** cal. 140-580

\*2,000 calories a day is used for general nutrition advice, but calorie needs vary. Additional nutrition information available upon request

# Rising Roll Gourmet Café Menu

## GRAIN BOWLS

**ASIAN INSPIRED** nuts **cal. 380 7.99**

served with Asian Sesame Ginger

Brown rice, Romaine lettuce, Mandarin oranges, roasted red peppers, shredded carrots, cucumber, fresh chicken, almonds

**SOUTHWEST** **cal. 450 7.99**

served with Firecracker sauce

Brown rice, Romaine lettuce, black beans, sauteed corn, fresh chicken, tomatoes, fresh avocado, green onions, fresh cilantro



## GOURMET SOUPS

### DAILY SELECTIONS

**SMALL** **cal. 85-265 3.79**

**LARGE** **cal. 165-500 5.99**

## SALADS

**HARVEST SALAD** **cal. 380 6.39**

Romaine lettuce, oven-roasted turkey, craisins, pecans, Mandarin oranges

**CHEF SALAD** **cal. 250 7.29**

Romaine lettuce, Turkey, Ham, Cheddar cheese, boiled egg, cucumbers, tomato

**CHICKEN CAESAR SALAD** **cal. 170 6.39**

Romaine lettuce, Parmesan cheese, Chicken

## LIMITED TIME OFFERS

**OMG BRISKET SANDWICH** **cal. 450 8.29**

Shredded brisket, Pepper jack cheese, roasted jalapeños, fresh avocado, cilantro, creamy baja sauce on Cuban bread

\*2,000 calories a day is used for general nutrition advice, but calorie needs vary. Additional nutrition information available upon request

## Fresh Baked Potatoes

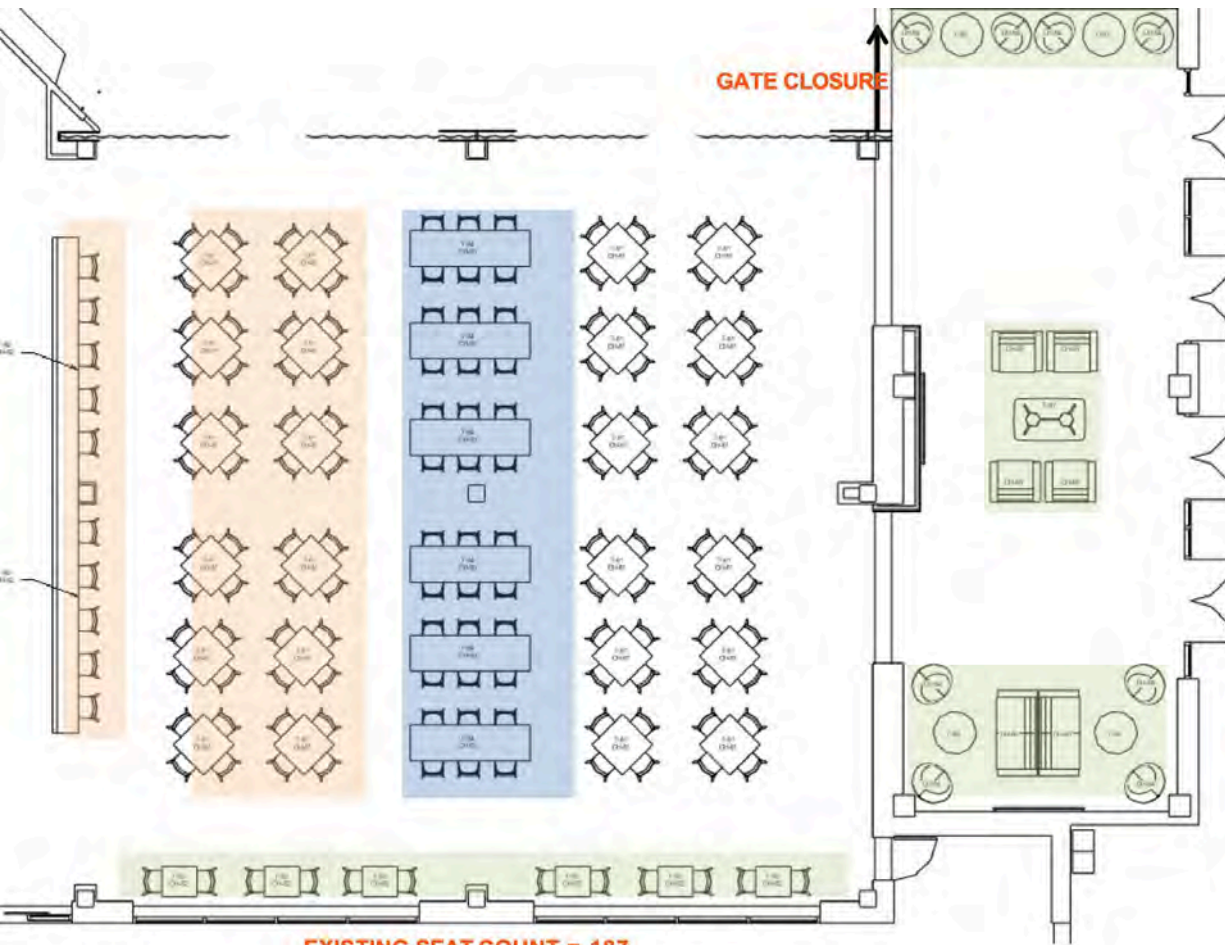
Choose from loads and loads of fresh toppings!



# Student Union Food Court



# Student Union Food Court



**EXISTING SEAT COUNT = 187**  
**NEW SEAT COUNT: 170**



**BAR SEATING**



**NEW CHAIRS EXISTING TABLES**



**LOUNGE SEATING**



# Renovation Summary

- Convert Steak 'n Shake to a Freshens: Fresh Food Kitchen
- Convert Student Union Starbucks to a Rising Roll Gourmet Café
- Expand Panda Express adding counter space for GrubHub orders and back of house
- Starbucks refresh, nitro cold brew, POS tied to SB app
- Expand Rowdymart Express in JPL
- Enhance the dining atmosphere
- Enhance Roadrunner Café outdoor dining and capacity

# Changes/Updates 2022-2023

- Short-term Parking
  - Parking located near most buildings
  - Payment through App
    - Text Notifications – Extend Session
  - Provide Convenience
  - Departmental Codes for Visitor Parking
  - Initial Launch
    - Main Campus = 20+ Zones
    - Downtown Campus = 4 Zones



# Changes/Updates 2022-2023

- Reallocation of Parking
  - Employee Parking
  - Increase Utilization
- Garage Reserved
  - Limited spaces in each garage
- Resident Permit Privileges
- Lot Maintenance – Summer
- Permit Pricing



**Space Reallocation – Feb 2022**

# Questions



# Modifications to Plant Cost Centers

---

Cynthia Schweers, Assistant Controller

# Current Process for Plant Cost Expenses

- Current Process:
  - Departments required to use cost centers with function 800 for facilities work orders
  - Year End (YE) Carry Forward & Lapse Rules allow balances in these cost centers to roll forward rather than lapse to VP or Dean Reserve
  - Along with the YE Lapse Rule, implemented the requirement to attach Facilities quote/estimate to budget transfers to provide support for the movement of funds

# Current Process for Plant Cost Expenses

- Challenges with Current Process:
  - Insufficient Funds in function 800 cost centers causes Facilities to spend a significant amount of time doing “collections.”
  - Lengthy department process, including creating function 800 cost centers for even small projects and transferring funds back and forth
  - Significant increase in requests for quotes/estimates from Facilities; lengthening the overall time needed for the project as well as processing transfers
- Accounting, Budget, and Facilities worked together to develop an alternative streamlined process to reduce the burden on all departments.

# New Process for Plant Cost Expenses Less than \$10K

- Expenses less than \$10,000:
  - No longer requiring cost centers with function 800
  - Use department M&O cost centers
  - If project original estimate is less than \$10,000 but eventually exceeds that amount
    - Will stay in the department M&O cost center and not be transferred to the function 800 cost center



# New Process for Plant Cost Expenses Less than \$10K

- Departments with their normal operations in function 800 will continue
  - Facilities
  - Police
  - Risk Management
  
- For yearend reporting
  - Accounting will identify expenses to reclassify to function 800 based on the account code
  - complete a journal during the development of the annual financial report  
(*invisible back office entry*)

# New Process for Plant Cost Expenses Greater than \$10K

- Expenses \$10,000 and greater
  - Cost center with a function 800 will be required
  - The department should request a quote/estimate from Facilities
  - The quote/estimate must be attached to the budget transfer to move funds
  - If cost ends up higher than originally estimated, a revised quote will be required and attached to related budget transfer to move additional funds

# Year-End Process

- Year-end Process:
  - Cost center with a function 800 will roll forward
  - Anything funded with a PO will roll forward
    - PO and funding through the year-end process
  - For departments with normal operations in Function 800
    - Budget Office will analyze the cost centers to ensure that only those for projects of \$10,000 or more roll forward
    - others will follow the standard Carry Forward and Lapse Rules

# Year-End Process

- Projects costing less than \$10,000 managed through M&O cost centers will follow the standard Carry Forward and Lapse Rules
  - Depending upon the Fund Code these funds may lapse to a Dean/VP Reserve
  - The Department should work with their Dean/VP to access any funds that lapse to the Reserve cost centers when needed
  - The full year-end Carry Forward and Lapse Rules can be found on the Budget Office website (<https://www.utsa.edu/budget/resources/forms-tools.html>)

# Questions



# Budget Timelines

---

Tammy Anthony, Assistant Vice President Budget & Financial Planning

## FY2023 UTSA Annual Operating Budget to UT System

### Timeline for Financial Lead and Budget Office - Updated March 2022

Start Date	Status	Action Item
<b><u>Revenue Forecasts and Revenue Transfers</u></b>		
February 2	Completed	<b>Revenue Forecasts</b> - Net Sales and Services (Auxiliary and Other Designated); Other Revenue - Other Designated Funds; Non-Mandatory Fees
February 4	Completed	<b>Revenue Transfers</b> - Net Sales and Services (Auxiliary and Other Designated); Other Revenue - Other Designated Funds; Non-Mandatory Fees
February 7	Due March 18	<b>Revenue Forecasts</b> - Restricted Revenue from VPR and VPDAR for Gifts, Endowments and Sponsored Programs
March 9	Due March 25	<b>Revenue Forecasts &amp; Transfers</b> - On-Line (Option 3)
TBD	TBD	<b>Revenue Forecasts &amp; Transfers</b> - Differential Tuition
March 9	Due March 25	<b>Revenue Forecasts &amp; Transfers</b> - E&G Fees and Mandatory Fees (Note: Only need response on RTRFS)
March 7	Completed	<b>Revenue Forecasts</b> - Statutory and Designated Tuition
<b><u>Position Updates for Budgeted Positions</u></b>		
February 21	Completed	Position Reviews for adjustments related to New/Eliminated positions and Funding Changes
<b><u>Hyperion Cost Center Reviews and Balancing</u></b>		
April 11	Due May 6	Balancing of Individual Cost Centers utilizing Hyperion Change Request Forms
<b><u>Budget Office to Finalize the Preliminary Budget Details with Leadership</u></b>		
May 9	Due June 3	Produce Preliminary Reports from Hyperion, Review Revenue Projections, Variance Analysis, etc.
<b><u>Budget Load into PeopleSoft - To Be Completed by Budget Office</u></b>		
Early August		Budget Loaded into PeopleSoft

## Timeline for 2024 and 2025 Legislative Appropriations Request (LAR)

Updated as of March 22, 2022

February	25	LBB Issues Strategic Planning Instructions
March	14	Reviewed with Leadership Exceptional Items History Review Opportunity for Changes to existing Exceptional Items Details (Proposed Budget Structure Changes) Discuss Process for Identifying new requests (new, changes to existing, and TRB)
February	25	<b>Budget Structure Changes (changes to existing items) Due to UT System: Budget Office Coordinates Response with Executive Leadership</b>
March	16	<b>Budget Structure Changes Due to the LBB and Governor's Office</b>
March	Pending	UT System Shares LAR Calendar
March	Pending	UT System Office of Budget and Planning provides Instructions Regarding LAR Submission, System Review of Exceptional Items and Capital Projects
April	Pending	<b>LAR Proposed Exceptional Items Due to UT System (New and Changes to Existing)</b>
April	Pending	<b>LAR Proposed TRB Capital Projects Due to UT System</b>
April - July		UT System Discussions with Campus President regarding Exception Items and TRB that may go to the Board in mid-July
June	Pending	LAR Instructions Issued by LBB
June-July	Pending	LBB provides GR Target to Institutions
July	Pending	BOR Reviews and Approves Exceptional Items and Capital Projects
August	Pending	<b>LAR (August Submission) Due to LBB and Governor</b>
September/October	Pending	Joint LAR Hearings, Conducted by LBB and Governor
October	Pending	<b>LAR (October Submission) Updates Due to LBB and Governor (Purpose: Updates to Projections)</b>

Red indicates Due Dates for UTSA to Meet



# Questions



# Southwest Airlines April and May Promotions

---

Colin Roth, Account Manager, State and Higher Ed Southwest Business

# Questions

**UTSA<sup>®</sup>**

Financial  
Affairs