Financial Area Representatives

March 23, 2022

Facilitator: Gregory Yturrealde
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](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 25th
  • Multiple discussion boards for a variety of business functions along with shareable files
  • First monthly informational session will be held on April 13th
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 CORE VALUES

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

**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.
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

**Scope:**

**Ancillary services for the building. (FFE)**
1. Fire Alarms Upgrade
2. AV Equipment
3. Furniture (4M)
4. Move Consultant / Services

**Status:**

![status](image)

**Coordination:**

1. Fire Alarm/GPO event/system upgrade not covered by construction building. Considered upgrade to make code compliant. **PO Issued.**
2. AV equipment to be purchased thru Alliance. Coordinated with Casey and Joe. **PO issued.**
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. Continue to meet with Deborah and Daniela on scope and dates.
4. Receive scope with Corrina, immediate need is NSCC, but asked this to be a Job Order for other immediate needs. RFQ & RFP pending release early March.

**Upcoming Events (next 2 weeks):**

1. Fire Alarms Upgrade (74K)
2. AV Equipment (3.2M)
3. Furniture (4M) **(March)**
4. Move Consultant / Services **(March)**

**Project Milestones**

1. GPOQT released 1/25 and due 1/28. **PO Issued.**
2. GPO QT and PO pending receipt of signed and acknowledged Form 1295, GPO Approval form, and routed & signed Nepotism form. **PO Issued.**
3. 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.
4. 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.

**Communication Plan:**

1. Event released and due 1/28/22.
2. Event closed, working on getting all required forms signed and completed.
3. Mid-February meeting scheduled to get update on req enter dates. Continue to meet with Deborah and Daniela on scope and dates.
4. Set meeting for 1/28 to review "job order" scope.
Project: Recovering & Improving Small Business Series
Action Officer: Bruce Williams

Scope:
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.

Status: ✨

Coordination:
3-tiered education collaboration between UTSA HUB Program, SAISD Procurement Services and Alamo Colleges Procurement Services.

Upcoming Events (next 2 weeks)
1. City of Houston Small Business Match Making Event
2. HUB Contractor Guide Virtual Training Workshop - UT Austin, UT Health San Antonio, UT San Antonio

Project Milestones
(include significant milestones here)
II. January 19, 2022 at 10am – Meet the Resources for Small Businesses – Webinar (Zoom) - COMPLETED
III. April 27, 2022 – Developing & Writing a Proposal
IV. July 27, 2022 – Get Your Score Up on RFP’s

Communication Plan:
Solicitation of emailer and flyers utilizing key communicator networks such as community partners, UTSA network (SECD, MBDA, PTAC, CGC), counterparts within other San Antonio agencies, and three partners databases (CMBL, SCTRCA).
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

<table>
<thead>
<tr>
<th>Contract Value or PO Amount</th>
<th>UTSSCA</th>
<th>Vizient</th>
<th>State Contract (DIR/TXMAS)</th>
<th>Other Accredited GPOs</th>
<th>Informal Bid</th>
<th>Formal Bid/Proposal (ITB/RFP)</th>
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</thead>
<tbody>
<tr>
<td>&lt;$14,999</td>
<td>Dept obtains one quote</td>
<td>Dept obtains one quote</td>
<td>Dept obtains one quote</td>
<td>Dept obtains one quote</td>
<td>Only one bid/quote needed</td>
<td>Use Informal Bid</td>
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<tr>
<td>$15,000 - $49,999</td>
<td>Dept obtains one quote</td>
<td>Dept obtains one quote</td>
<td>Dept provides one quote/SOW Purchasing completes sourcing event¹</td>
<td>Dept provides one quote/SOW Purchasing completes sourcing event¹</td>
<td>Dept provides one quote/SOW Purchasing completes sourcing event¹</td>
<td>Use Informal Bid</td>
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<tr>
<td>$50,000 - $1M</td>
<td>Dept obtains one quote</td>
<td>Dept obtains one quote</td>
<td>Dept provides one quote/SOW Purchasing completes sourcing event¹</td>
<td>Dept provides one quote/SOW Purchasing completes sourcing event¹</td>
<td>Not allowed</td>
<td>Dept provides scope, Purchasing completes ITB/RFP</td>
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<tr>
<td>$1M - $2.5M</td>
<td>Dept obtains one quote</td>
<td>Dept provides one quote/SOW Purchasing completes sourcing event¹</td>
<td>Dept provides one quote/SOW Purchasing completes sourcing event¹</td>
<td>Dept provides one quote/SOW Purchasing completes sourcing event¹</td>
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<td>Dept provides scope, Purchasing completes ITB/RFP</td>
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<tr>
<td>&gt;$2.5M</td>
<td>Dept obtains one quote</td>
<td>Dept provides one quote/SOW Purchasing completes sourcing event¹</td>
<td>Dept provides one quote/SOW Purchasing completes sourcing event¹</td>
<td>Dept provides one quote/SOW Purchasing completes sourcing event¹</td>
<td>Not allowed</td>
<td>Dept provides scope, Purchasing completes ITB/RFP</td>
</tr>
</tbody>
</table>

¹ If only one supplier is found in a category, Purchasing will request end user to complete Exclusive Acquisition Justification (EAJ).

Special Approval Requirements for All Purchases

1. Historically Underutilized Business (HUB) Subcontracting Plan req’d for purchases >$100k
2. OIT Risk Assessment (Required for all purchases that contain cloud computing) – please allow up to 30 days for data gathering and assessment.
3. 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)
4. Board of Regents (BOR) Approval (Consent Agenda)
5. ITB/RFP/EAJ: >$1M with exceptions as identified in Regents Rule 10501/All 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**
<table>
<thead>
<tr>
<th>Tasks</th>
<th>Responsibility</th>
<th>FORMAL</th>
<th>Competitive GPO</th>
</tr>
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<tbody>
<tr>
<td>Procurement Options to Dept</td>
<td>Purchasing</td>
<td>5</td>
<td>2</td>
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<tr>
<td>Decision made to Procure</td>
<td>Department</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scope Developed</td>
<td>Department</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Requisition submitted/approved (1)</td>
<td>Department</td>
<td>3</td>
<td></td>
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<tr>
<td><strong>Tasks</strong></td>
<td><strong>Responsibility</strong></td>
<td><strong>FORMAL</strong></td>
<td><strong>Competitive GPO</strong></td>
</tr>
<tr>
<td>Timeline/Scope Refinement</td>
<td>Purchasing/Department</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Identifying T&amp;C's/Sample Agreement (if applicable)</td>
<td>BCO/Risk Mgmt/OGC</td>
<td>Up to 30 days</td>
<td>Up to 10 days</td>
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<tr>
<td>Sourcing Event Creation</td>
<td>Purchasing</td>
<td>3</td>
<td></td>
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<tr>
<td>Final Solicitation Approval</td>
<td>Department</td>
<td>5</td>
<td></td>
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<tr>
<td>Solicitation Advertised</td>
<td>Purchasing</td>
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<tr>
<td>Response Period (from advertised)</td>
<td>Vendor</td>
<td>21-35 Calendar days</td>
<td>Up to 10 Calendar days</td>
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<tr>
<td>Preproposal Meeting/walkthroughs (2)</td>
<td>Purchasing</td>
<td>5</td>
<td>n/a</td>
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<tr>
<td>Solicitation Questions Sent to Dept (2)</td>
<td>Purchasing</td>
<td>1</td>
<td>n/a</td>
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<tr>
<td>Official Responses to Questions (2)</td>
<td>Department</td>
<td>5</td>
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<tr>
<td>HSP Evaluation (3)</td>
<td>HUB Manager</td>
<td>3</td>
<td></td>
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<tr>
<td>Purchasing responsiveness review (3)</td>
<td>Purchasing</td>
<td>5</td>
<td></td>
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<tr>
<td>Evaluation of Responses (3)</td>
<td>Evaluation Committee</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Interview/Presentations (if necessary)</td>
<td>Evaluation Committee</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>OIT Risk Assessment (if necessary)</td>
<td>Purchasing Department/BCO</td>
<td>Up to 30 days</td>
<td>Up to 30 days</td>
</tr>
<tr>
<td>Contract Negotiation (if allowed)</td>
<td>Evaluation Committee/BCO</td>
<td>Varies</td>
<td>n/a</td>
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<tr>
<td>OBA Approval (See Special Approvals on pg 1)</td>
<td>OBA (Purchasing routes)</td>
<td>n/a</td>
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<tr>
<td>BOR Approval (See Special Approvals on pg 1)</td>
<td>BOR (BCO routes)</td>
<td>Dependent on BOR meeting schedule</td>
<td>Dependent on BOR meeting schedule</td>
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<tr>
<td>Execution (all signatures obtained)</td>
<td>BCO routes</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Performance begins</td>
<td>Contract effective date</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

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

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

(2) Events that happen while the solicitation is available to the public – generally included in the Response Period.

(3) 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

Phase I
Foundation

Phase II
Gain Traction

Phase III
R & D

Jan 22
LET'S GET STARTED
Purchasing at UTSA

- Purchasing website
- 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
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.
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

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

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®, bacon, carrots, tomatoes, parmesan, Gorgonzola, buffalo 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

toastied 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
Romaine, chicken®, bacon, tomato, provolone, avocado lime ranch dressing
Mexican 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
# Menu

## Fresh Blended Smoothies

### All Fruit Blends
- **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

### Classic Blends
- **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

### Purpose Blends
- **Goin' Green™**
  - Fresh kale, spinach, mango, pineapple
- **SuperBlends Detox**
  - Strawberries, pineapple, 4 organic veggies, ginger, turmeric, orange
- **Energy**
  - Acai, strawberries, bananas, blueberries, granola
- **Superfood**
  - Dragon fruit, mango, bananas
- **Fitness**
  - Peanut butter, bananas, cocoa, yogurt, plant protein

### Boosters
- **Bowl**

### Bowls
- **Acai Banana Berry Bowl**
  - Blend: Organic Acai, bananas, strawberries, blueberries
  - Topping: Granola, strawberries, bananas, honey
- **Pitaya Bowl**
  - Blend: Dragon fruit, mango, bananas
  - Topping: Granola, strawberries, bananas, honey

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

- 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

<table>
<thead>
<tr>
<th>Item</th>
<th>Calories</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>The Grande Burrito</strong></td>
<td>630</td>
<td>4.19</td>
</tr>
<tr>
<td>Scrambled eggs, cheddar cheese, green onions, diced tomato, sausage served with salsa</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Egg &amp; Cheese Croissant</strong></td>
<td>500</td>
<td>4.59</td>
</tr>
<tr>
<td>Scrambled eggs, cheddar cheese</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Bacon, Egg &amp; Cheese Croissant</strong></td>
<td>580</td>
<td>5.39</td>
</tr>
<tr>
<td>Hickory smoked bacon, scrambled eggs, cheddar cheese</td>
<td></td>
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</tr>
<tr>
<td><strong>Ham &amp; Cheese Croissant</strong></td>
<td>580</td>
<td>5.19</td>
</tr>
<tr>
<td><strong>Ham, Egg, &amp; Cheese Croissant</strong></td>
<td>580</td>
<td>5.39</td>
</tr>
<tr>
<td><strong>Assorted Bagels</strong></td>
<td>260-300</td>
<td>2.09</td>
</tr>
<tr>
<td>Everything, Plain, Cinnamon Raisin</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Add Cream Cheese</strong></td>
<td>70</td>
<td>0.99</td>
</tr>
<tr>
<td><strong>Avocado Toast</strong></td>
<td>290</td>
<td>3.39</td>
</tr>
<tr>
<td>Fresh avocado, provolone cheese, basil pesto aioli</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Cinnamon Roll</strong></td>
<td>820</td>
<td>2.99</td>
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## Smoothies

<table>
<thead>
<tr>
<th>Item</th>
<th>Calories</th>
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</thead>
<tbody>
<tr>
<td>Banana Peanut Butter</td>
<td>230</td>
<td>4.99</td>
</tr>
<tr>
<td>Strawberry Oatmeal</td>
<td>390</td>
<td>4.99</td>
</tr>
<tr>
<td>Strawberry Banana</td>
<td>380</td>
<td>4.99</td>
</tr>
<tr>
<td>Mango Smoothie</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*All smoothies contain dairy</td>
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## Fresh Brewed Coffee

### Hot

<table>
<thead>
<tr>
<th>Drink</th>
<th>12oz</th>
<th>16oz</th>
<th>20oz</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fresh Brew</td>
<td>1.99</td>
<td>2.29</td>
<td>2.49</td>
</tr>
<tr>
<td>Latte</td>
<td>3.39</td>
<td>3.99</td>
<td>4.19</td>
</tr>
<tr>
<td>Mocha</td>
<td>3.89</td>
<td>4.49</td>
<td>4.79</td>
</tr>
<tr>
<td>White Mocha</td>
<td>3.89</td>
<td>4.49</td>
<td>4.79</td>
</tr>
<tr>
<td>Caramel Macchiato</td>
<td>4.59</td>
<td>4.99</td>
<td>5.19</td>
</tr>
<tr>
<td>Americano</td>
<td>2.89</td>
<td>3.09</td>
<td>3.19</td>
</tr>
</tbody>
</table>

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

### Cold

<table>
<thead>
<tr>
<th>Drink</th>
<th>16oz</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cold Brew</td>
<td>2.25</td>
</tr>
<tr>
<td>Iced Coffee</td>
<td>2.59</td>
</tr>
<tr>
<td>Iced Latte</td>
<td>3.99</td>
</tr>
<tr>
<td>Iced Mocha</td>
<td>4.49</td>
</tr>
<tr>
<td>Iced White Mocha</td>
<td>4.49</td>
</tr>
<tr>
<td>Iced Caramel Macchiato</td>
<td>4.99</td>
</tr>
<tr>
<td>Iced Americano</td>
<td>3.19</td>
</tr>
</tbody>
</table>

*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

<table>
<thead>
<tr>
<th>Sandwich</th>
<th>Calories</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Chicken Salad &amp; Apples on a Multigrain roll</strong>&lt;sup&gt;έ&lt;/sup&gt;</td>
<td>cal. 810</td>
<td>7.19</td>
</tr>
<tr>
<td>Homemade chicken salad, blue cheese dressing, hickory smoked bacon, Granny Smith apples</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Cadillac Chicken on a Multigrain roll</strong></td>
<td>cal. 860</td>
<td>7.29</td>
</tr>
<tr>
<td>Fresh chicken breast, provolone cheese, hickory smoked bacon, Romaine lettuce, tomato, honey mustard</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Turkey &amp; Pear with Goat Cheese on a Multigrain roll</strong></td>
<td>cal. 580</td>
<td>7.99</td>
</tr>
<tr>
<td>Sliced turkey, fresh pear, goat cheese, Romaine lettuce, sweet chili sauce</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>BLT on Sliced Honey Wheat</strong>&lt;sup&gt;έ&lt;/sup&gt;</td>
<td>cal. 640</td>
<td>7.29</td>
</tr>
<tr>
<td>Six slices of hickory smoked bacon, Romaine lettuce, tomato, mayo</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Tuna Melt on a French Boule</strong>&lt;sup&gt;έ&lt;/sup&gt;</td>
<td>cal. 930</td>
<td>7.89</td>
</tr>
<tr>
<td>Homemade tuna salad, hickory smoked bacon, Cheddar cheese, Romaine lettuce, tomato</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Original Veggie on a French Roll</strong></td>
<td>cal. 560</td>
<td>5.99</td>
</tr>
<tr>
<td>Fresh avocado, Romaine lettuce, tomato, cucumber, roasted reds, provolone cheese, mayo</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Chicken Salad on a Croissant</strong></td>
<td>cal. 730</td>
<td>6.39</td>
</tr>
<tr>
<td>Homemade chicken salad, Romaine lettuce, tomato</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Turkey Cheezer on a Multigrain Roll</strong></td>
<td>cal. 730</td>
<td>6.69</td>
</tr>
<tr>
<td>Oven-roasted turkey, provolone cheese, Romaine lettuce, tomato, mayo</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Ham Cheezer on a Multigrain Roll</strong></td>
<td>cal. 700</td>
<td>6.69</td>
</tr>
<tr>
<td>Ham, Swiss cheese, Romaine lettuce, tomato, mayo, Spicy brown mustard</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Roast Beef Cheezer on a French Boule</strong></td>
<td>cal. 640</td>
<td>7.79</td>
</tr>
<tr>
<td>Roast beef, Cheddar cheese, Romaine lettuce, tomato, spicy brown mustard, mayo</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Grilled Cheese on Texas Toast</strong></td>
<td>cal. 560</td>
<td>4.49</td>
</tr>
<tr>
<td>Melted provolone and cheddar cheese</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*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

<table>
<thead>
<tr>
<th>Wraps</th>
<th>Calories</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Turkey, Bacon, Avocado Wrap</strong> on Whole Wheat tortilla</td>
<td>540</td>
<td>7.99</td>
</tr>
<tr>
<td>Oven-roasted turkey, hickory smoked bacon, fresh avocado, Romaine lettuce, tomato, basil pesto aioli</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Buffalo Wrap</strong> on Tomato Basil tortilla</td>
<td>750</td>
<td>7.49</td>
</tr>
<tr>
<td>Fresh chicken, cheddar cheese, tomato, Romaine lettuce, buffalo sauce, blue cheese dressing</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Tuscon Wrap</strong> on Tomato Basil tortilla</td>
<td>1090</td>
<td>7.49</td>
</tr>
<tr>
<td>Fresh chicken, hickory smoked bacon, cheddar cheese, Romaine lettuce, tomato, toasted almonds, creamy ranch dressing</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Hot Sandwiches

<table>
<thead>
<tr>
<th>Sandwiches</th>
<th>Calories</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>French Dip</strong> on French roll</td>
<td>520</td>
<td>7.29</td>
</tr>
<tr>
<td>Roast beef, provolone cheese, caramelized onions served with au jus</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Chicken Portabella</strong> on Cuban bread</td>
<td>750</td>
<td>7.29</td>
</tr>
<tr>
<td>Fresh chicken, marinated portabella mushroom, roasted reds, provolone cheese, basil pesto aioli</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Under 450 Calories

<table>
<thead>
<tr>
<th>Sandwiches</th>
<th>Calories</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hummus, Chicken, &amp; Goat Cheese</strong> on Flour tortilla</td>
<td>440</td>
<td>7.09</td>
</tr>
<tr>
<td>Fresh chicken, hummus, Romaine lettuce, diced tomatoes, diced cucumbers, goat cheese, Balsamic dressing</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Hummus Veggie Sandwich</strong> on Multigrain roll</td>
<td>370</td>
<td>6.29</td>
</tr>
<tr>
<td>Hummus, cucumbers, tomatoes, Romaine lettuce, roasted reds, fresh avocado</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**MAKE IT A COMBO**

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

**2.69** cal. 140-580

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# Rising Roll Gourmet Café Menu

## Grain Bowls

<table>
<thead>
<tr>
<th>Name</th>
<th>Calories</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asian Inspired</td>
<td>380</td>
<td>7.99</td>
</tr>
<tr>
<td>Served with Asian Sesame Ginger</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brown rice, Romaine lettuce, Mandarin oranges, roasted red peppers, shredded carrots, cucumber, fresh chicken, almonds</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Calories</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Southwest</td>
<td>450</td>
<td>7.99</td>
</tr>
<tr>
<td>Served with Firecracker sauce</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brown rice, Romaine lettuce, black beans, sauteed corn, fresh chicken, tomatoes, fresh avocado, green onions, fresh cilantro</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Gourmet Soups

<table>
<thead>
<tr>
<th>Name</th>
<th>Calories</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily Selections</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Small</td>
<td>85-265</td>
<td>3.79</td>
</tr>
<tr>
<td>Large</td>
<td>165-500</td>
<td>5.99</td>
</tr>
</tbody>
</table>

## Salads

<table>
<thead>
<tr>
<th>Name</th>
<th>Calories</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harvest Salad</td>
<td>380</td>
<td>6.39</td>
</tr>
<tr>
<td>Romaine lettuce, oven-roasted turkey, craisins, pecans, Mandarin oranges</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Calories</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chef Salad</td>
<td>250</td>
<td>7.29</td>
</tr>
<tr>
<td>Romaine lettuce, Turkey, Ham, Cheddar cheese, boiled egg, cucumbers, tomato</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Calories</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Caesar Salad</td>
<td>170</td>
<td>6.39</td>
</tr>
<tr>
<td>Romaine lettuce, Parmesan cheese, Chicken</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Limited Time Offers

<table>
<thead>
<tr>
<th>Name</th>
<th>Calories</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>OMG Brisket Sandwich</td>
<td>450</td>
<td>8.29</td>
</tr>
<tr>
<td>Shredded brisket, Pepper jack cheese, roasted jalapeños, fresh avocado, cilantro, creamy baja sauce on Cuban bread</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

EXISTING SEAT COUNT = 187
NEW SEAT COUNT: 170

GATE CLOSURE

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

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Status</th>
<th>Action Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 2</td>
<td>Completed</td>
<td><strong>Revenue Forecasts and Revenue Transfers</strong></td>
</tr>
<tr>
<td>February 4</td>
<td>Completed</td>
<td><strong>Revenue Forecasts</strong> - Net Sales and Services (Auxiliary and Other Designated); Other Revenue - Other Designated Funds; Non-Mandatory Fees</td>
</tr>
<tr>
<td>February 7</td>
<td>Due March 18</td>
<td><strong>Revenue Transfers</strong> - Net Sales and Services (Auxiliary and Other Designated); Other Revenue - Other Designated Funds; Non-Mandatory Fees</td>
</tr>
<tr>
<td>March 9</td>
<td>Due March 25</td>
<td><strong>Revenue Forecasts</strong> - Restricted Revenue from VPR and VPDAR for Gifts, Endowments and Sponsored Programs</td>
</tr>
<tr>
<td>TBD</td>
<td>TBD</td>
<td><strong>Revenue Forecasts &amp; Transfers</strong> - On-Line (Option 3)</td>
</tr>
<tr>
<td>March 9</td>
<td>Due March 25</td>
<td><strong>Revenue Forecasts &amp; Transfers</strong> - Differential Tuition</td>
</tr>
<tr>
<td>March 7</td>
<td>Completed</td>
<td><strong>Revenue Forecasts</strong> - Statutory and Designated Tuition</td>
</tr>
</tbody>
</table>

## Position Updates for Budgeted Positions

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Status</th>
<th>Action Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 21</td>
<td>Completed</td>
<td>Position Reviews for adjustments related to New/Eliminated positions and Funding Changes</td>
</tr>
</tbody>
</table>

## Hyperion Cost Center Reviews and Balancing

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Status</th>
<th>Action Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 11</td>
<td>Due May 6</td>
<td>Balancing of Individual Cost Centers utilizing Hyperion Change Request Forms</td>
</tr>
</tbody>
</table>

## Budget Office to Finalize the Preliminary Budget Details with Leadership

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Status</th>
<th>Action Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 9</td>
<td>Due June 3</td>
<td>Produce Preliminary Reports from Hyperion, Review Revenue Projections, Variance Analysis, etc.</td>
</tr>
</tbody>
</table>

## Budget Load into PeopleSoft - To Be Completed by Budget Office

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Status</th>
<th>Action Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early August</td>
<td></td>
<td>Budget Loaded into PeopleSoft</td>
</tr>
</tbody>
</table>
# Timeline for 2024 and 2025 Legislative Appropriations Request (LAR)

*Updated as of March 22, 2022*

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

*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