# HR Bulletin

October 2015

# EMPLOYEE WELLNESS FAIR

Tuesday, October 6 | LBJSC 10 a.m. – 3 p.m.

# Support Staff Resources Fair

Wednesday, October 21 | JCK 1100 11a.m. - 2p.m.

# Texas State Blood Drive

Wednesday, October 28 | JCK 1100 9 a.m. – 3.pm.







# Contents | October 2015

- 2 What's in View
  - New SAP Functionality
  - Save the date: Texas State Blood Drive
- 3-7 Highlights
  - Check your Paycheck
  - Save the date: Support Staff Resources Fair
  - Save the date: Employee Wellness Fair
  - New SAP Portal Employee Self-Service
  - SAP Portal 'Other Self-Service'
  - WellCats: Get Outside with Friends & Family
  - October is National Work & Family Month
  - 8 Supervisor Corner
    - Performance Documentation Tips

### 9-12 Employee Focus

- Welcome New Employee Bobcats
- NEO II
- Support Staff Resources Website
- October Workshops
- Monthly Employee Discounts

### 13-15 In the Spotlight

- Employee of the Year
- Employee of the Month

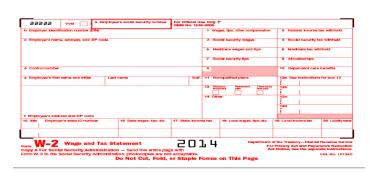


Human Resources 601 University Drive JCK Suite 340 512.245.2557

Please send us your suggestions to: hr@txstate.edu

# New SAP Functionality: Beginning in January 2016, the annual W-2 Forms will be available on the SAP ESS Portal

- Look for a Campus Announcement in mid-October with instructions on how to enroll in the Electronic Delivery of your annual W-2 Form
- Stop the printing and mailing of your annual W-2 Form
- Realize the potential savings for the University



For any questions or prior year Form W-2 reprints, please contact the Payroll and Tax Compliance office at 245-2543 or payroll@txstate.edu.

# Texas State Blood Drive

The Blood Center of Central Texas brings their mobile unit on a regular basis to allow employees to donate blood on campus since there is no donation center in San Marcos.

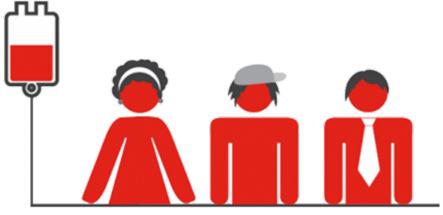
Prior to donating, you must:

- eat a full meal
- provide a photo ID
- be at least 17 years old
- weigh 115 lbs. to donate whole blood; 110 lbs. to donate platelets
- be in good health

To register, go to www.inyourhands.org

- Click on the link above.
- In the "Donate Blood" section, click on "Find a Drive."
- Click on the "Donate Now" option located in the top menu bar.
- Under the Quick Links list, click on "Search By Group Code" option.

One blood donation can save up to 3 lives



Wednesday October 28 J C K 1100 9 a.m. – 3.pm.

# Check your Paycheck!

September is a busy month for lots of changes – pay rate, insurance, TexFlex, parking permit and other payroll deductions. Be sure to review your payroll Earnings Statement carefully to make sure everything is as expected.

You can access your itemized statement via Employee Self-Service in the SAP Portal.

# October 1 paycheck reminders:

- Merit increases effective September 1 are reflected on this check
- Benefit plan changes made during annual enrollment are reflected on this check
- Some insurance premiums automatically changed for the new plan year
- Life and disability insurance premiums could change due to new 9/1 salary and/or age bracket
- Employee contributions for TRS increased from 6.8% to 7.2%

### What to look for:

- You can see your federal tax withholding status in the top left corner. If you want to make changes going forward, you can do so in the SAP portal any time during the year.
- You can view your individual benefit plan deductions, taxes, and employer contributions. Review each section to ensure all are correct.

If you notice a discrepancy, please contact Human Resources at hr@txstate.edu, 245-2557 or stop by JCK 360 with a copy of your statement and we'll take a look.

# SAVE THE DATE

# SUPPORT STAFF RESOURCES FAIR

# Wednesday, October 21 | JCK 1100 11a.m. - 2p.m.

Lunch will be provided

Do you have questions about a business process or service? Don't know who to contact? Here is your chance to find answers.

This fair is designed to give you an opportunity to meet various department staff and learn more about their office processes and how they can assist you with your job responsibilities.

There will be hands on training on the Support Staff Resources website. Over 20 department representatives will be available to answer your questions.

Participants may visit with department representatives and explore the resources website which will feature business resources, an index of forms, manuals and checklists used across the campus.

### Learn more about...

- AiM Facilities Work Request
- IT Security
- Faculty Hiring Process
- Reach for the Stars
- Staff Hiring Process
- Brochures/Logos
- Class Scheduling
- Grants
- Human Resources Services

- Library Services
- Parking Services
- Budget Development
- Recycling
- Worker's Compensation
- Moves and Events
- Grade Rosters
- Catering
- TRACS
- Mail/Print Services

- Procurement and Strategic Sourcing
- Central Receiving
- Travel
- ITAC
- Accounts Payable
- Payroll and Tax Compliance
- Insurance and Retirement
- Time Administration

# Mark your calendars to attend the 8<sup>th</sup> Annual Employee Wellness Fair!

The event will consist of informational and interactive booths on a variety of health-related topics. All employees are encouraged to attend and take advantage of the health screenings that will be offered.

The following immunizations will be offered free with an employee ID and United Healthcare card:

- Flu shots
- Pneumonia Vaccine

- Pertussis (whooping cough) vaccine
- DTaP (Diphtheria and tetanus)

### Other features include:

- Information on smoking cessation
- Blood pressure check stations
- Dental health information
- Impaired Driving Simulator Experience
- Blood Glucose Screenings
- Skin Screenings & Hearing Screenings
- Mammograms screenings:
  Mammograms will be offered by advance appointment through the Seton Cancer Screening
  Mobile Mammography Unit, also known as the Big Pink Bus, free with an employee ID and United
  Healthcare card. To make an appointment please call the central scheduling line at (512) 324-1199.
- Door prizes just for attending: Receive great door prizes provided by our vendors! We are also giving away Grand Prizes of annual "Wellness Activity" memberships.

Bring food donations for the Hays County Food Bank and enter to win Beats by Dr. Dre Wireless Headphones!









Save the Date

EMPLOYEE WELLNESS FAIR

Tuesday, October 6 | LBJSC 10 a.m. – 3 p.m.

Advance registration is not required for participants. Attendance time will count as work time; verification of attendance can be provided if requested.

For a regularly updated list of vendors, please check: www.txstate.edu/pdevelop/Services/employeewellnessfair

# Update your own record: New SAP Portal Employee Self-Service!

Check out 'Employee Self-Service' in the SAP Portal.

In addition to a new look and feel, we've added some functionality for employees to be able to update their own record:

- Privacy election for home address and phone
- Office phone number
- Office suite number
- Office room number
- Building we continue to work on adding building location to the list. For now, please continue to send any building location changes to *hr@txstate.edu* and we'll update it for you.

As a reminder, you can update these records in ESS as needed:

- Home address and phone
- Form of address
- "Known as" or nickname
- Gender
- Marital status
- W-4 tax withholding status
- Bank information for direct deposit

Watch for announcements from Payroll and Tax Compliance this fall to elect electronic W-2.

# SAP Portal 'Other Self-Service'

This area is used for self-reporting of information to comply with rules and regulations. Here you'll find:

- **Disability** this is a new federal requirement for statistical reporting purposes only. Simply answer "yes", "no", or "I don't wish to answer" and you're done. All employees are required to complete this section at least once.
- Outside Employment employees must report any employment other than at Texas State, any public employment or activity whether paid or not, and any unpaid activities if there could be a conflict of interest. Details are available in *UPPS 04.04.06 Outside Employment and Activities*.
- **Relatives** employees must report certain relatives that also work in their same division (not just same department) at Texas State. If you do not have any, you must report that as well. Details are available in *UPPS 04.04.07 Nepotism and Related Employment*.





The Texas State Employee Wellness Program

# Local Venues for Being Physically Active with Friends and Family

As autumn rolls in, it brings with it cooler temperatures and lots of opportunities for outdoor fun and physical activity! It's the perfect time of year to get outside with friends and family, and enjoy the crisp, cool air.

The local Farmer's Markets are bursting with color, and festivals, parades and pumpkin patches are abound. Consider hitting some of the beautiful hike and bike trails in the San Marcos area. Visit the San Marcos Greenbelt Alliance website to download a free map of parks and natural areas, as well as guided hikes and tours.

Also check out these local opportunities for fall family fitness:

# October 3:

End the summer with a last dash down the San Marcos River with Santa's River Race.
Click for more information.

# October 18:

Go local for Breast Cancer Awareness Month with the Pink Heals Hays County 5k & Kids 1k. Click for more information.

# October 31:

Enjoy the beautiful
Purgatory Creek Greenspace
with the Halloween Trail
Run sponsored by Core
Running Company Click for
more information.

Don your costumes early and head out to the morning Dia de los Muertos 5k Walk & Kids Fun Run, then celebrate with Centro Cultural Hispano.

Click for more information.



Registration is ongoing. You can join anytime!

Our goal is to help make Texas State one of the healthiest places to work!

www.worklife.txstate.edu/WellCats.html





# October is National Work & Family Month!

The month is an opportunity for employers to communicate and celebrate their organizational practices, policies, and programs that help support efforts of employees to achieve success within and outside the workplace. We take this opportunity to remind you of Bobcat Balance, your work life and employee assistance program.

Explore the many resources offered through Bobcat Balance. Below are only a few examples of many ways Bobcat Balance can help you:

- How do I prepare a simple will and healthcare power of attorney?
- Can you help me find child care for my toddler and afterschool care for my third grader?
- What transportation is available for my frail grandfather who lives in another state and must get to weekly doctor appointments?
- How will I ever pay off my credit card debt?
- Are Medicare and Medicaid different? In what ways?
- Can you locate an attorney in my town to help me with my legal issue, at a discounted rate?
- Where can I find a program to lose weight or stop smoking?
- Can you help me find a plumber, plan a vacation, or find a good restaurant?

To contact Bobcat Balance, call toll free at (855) 884-7224. For online resources visit www.worklife.txstate.edu.



# Save the Date

# EMPLOYEE WELLNESS FAIR

Tuesday, October 6 | LBJSC 10 a.m. – 3 p.m.

Visit Page 4 for more details.

Advance registration is not required for participants. Attendance time will count as work time; verification of attendance can be provided if requested.

For a regularly updated list of vendors, please check: www.txstate.edu/pdevelop/Services/employeewellnessfair

Good management requires appropriate documentation of employee performance.



# Performance Documentation: A key component of management

In order to be an effective manager, you must be able to accurately document those instances when an employee's performance does not meet your standards. There are several ways to accomplish this:

- Review the standards listed in the employee's annual performance plan
- Gather information related to where the employee failed to meet the established standard
- Accurately describe the performance issue and answer the questions: who, what, where, when
- If it is serious issue get input from other employees who can provide credible information
- Leave out any emotion, hyperbole, or exaggeration

Good documentation relies on just the facts being recorded. As such, managers should stick to the facts.

Questions may be directed to Jeff Lund or Tammy Coyle at 512.245.2557 or at *hr@txstate.edu*.



Join us in welcoming the following employees hired between August 17, 2015 and September 8, 2015.

Timothy D Onkst

Coordinator, Testing Lab Testing Research-Support

Rigoberto C Gutierrez

Student Development Specialist II Student Center

Glynis W Christine

Student Development Specialist I Dean of Students

Rachel N Riley

Undergraduate Admissions Counselor Office of Undergraduate Admissions

Addie F Lees

Assistant Coach Women's Basketball

James Mendoza

Financial Aid and Scholarship Processor Office of Financial Aid & Scholarships

Todd D Richardson

Library Assistant III University Library

Terrell M Couteetyler

Distribution Electrician Utility Operations

Leanne E Tessier

Financial Aid and Scholarship Processor Office of Financial Aid & Scholarships

James D Daniel

Systems Administrator I Core Systems

Ariel Jaimes-Tavera

Police Officer University Police

Benjamin H Seanor

Academic Advisor I PACE Advising Center

Yssa H Schulte

Nurse, LVN Student Health Ronald B Humphrey

Engineering Project Manager

**Brittany D Trosky** 

Academic Advisor I PACE Advising Center

Benjamin W Davis

Systems Administrator I Core Systems

Jessica J Shafer

Police Officer University Police

Janet L Johnson

Administrative Assistant II College of Health Professions

Travis G Ely

Grounds Maintenance Worker II Strahan

Jannette M Prado

Administrative Assistant II Department of Housing and Residential Life

Cynthia E Agold

Inventory Control Clerk II Department of Housing & Residential Life

Yolanda T Hendrix

Coordinator, University Registrar Office of the University Registrar

Melissa M Moody

Administrative Assistant II Department of Housing and Residential Life

Leandra A Narvaiz

Parking Services Officer Transportation Services

Gina M Escamilla

Academic Advisor I Round Rock Campus

Anita M Ingle

Administrative Assistant II College of Science and Engineering Eric Algoe

Vice President, Finance & Support Services VP for Finance and Support Services

Brandi C Segrest

Custodian Campus Recreation

Ila J Mar

Study Abroad Representative Study Abroad Office

Aubrey L Salaiz

Grant Specialist Educational Talent Search

Briane R Willis

Grant Specialist Meadows Center for Water & the Environment

David A Camacho

Grounds Maintenance Worker I Transportation Services

Jacob N Bilbo

Grant Specialist Meadows Center for Water and the Environment

Tosca M McCormick

Coordinator, Employer Outreach Career Services

Angela N Behnke

Grant Senior Secretary LBJ Institution for STEM Education and Research

Dontae L R McGaugh

Administrative Assistant II English

Philip A Gonzales Jr

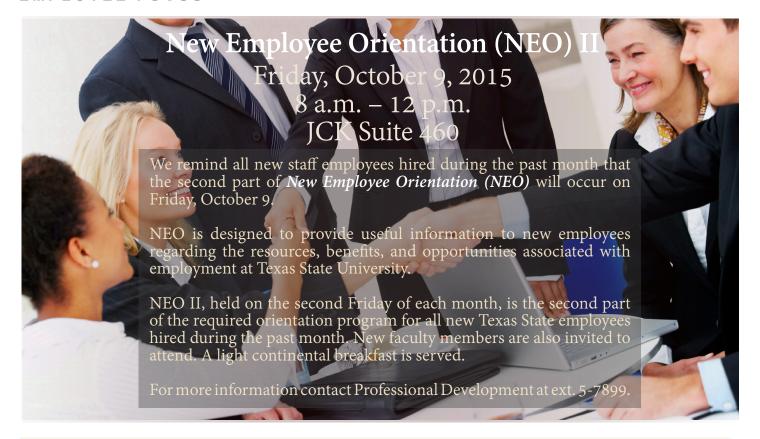
Administrative Assistant II Education Advising Center

Ethan A Moir

Systems Support Specialist I Office of Undergraduate Admissions

Natalie N Undis

Residence Hall Director Department of Housing & Residential Life



# Support Staff Resources Website

Do you have questions about a business process or service? Don't know who to contact? Here is your chance to find answers.

The Support Staff Resources@TXSTATE website is designed to help you quickly find information on business processes, services, policies, e-forms, manuals, training opportunities, and much more.

The website was created by the Administrative Support Staff Committee and Human Resources for new employees and for those who provide administrative support services to campus.

The website is updated frequently. We welcome your *recommendations* or *feedback*.

You can quickly find what you are searching for by either browsing topics:

- 1) alphabetically (A-Z), or
- 2) by division.

For quick access, bookmark the site today!

www.ssr.hr.txstate.edu

# SAVE THE DATE

Support Staff Resources Fair

Wednesday, October 21 | JCK 1100 11a.m. - 2p.m.

Lunch will be provided

Visit Page 3 for more details.

OCTOBER Workshops
The featured workshops are coordinated through Professional Development.

Registration in the SAP Portal opens for each workshop three weeks prior to the workshop date and closes the week prior to the workshop date.



Employee Wellness Fair (*)Teambuilding  Employee Wellness Fair (*)Teambuilding  Transition from Combat to Classroom: Helping Student Veterans Succeed at Texas State  NEW Health and Wellness Lunch & Learn Series: "Oh My Aching Knees" Tips for Joint Protection and Osteoarthritis Prevention  12 13 14 15 16  Sponsored Programs Special Topics  Values-Based Estate Planning  Values-Based Estate Planning  19 20 21 22 23  NEW Health and Wellness		THE CDAY	MEDNEODAN	THILDOD AN	
Employee Wellness Fair  (*)Teambuilding  1 2  New Employee Orientation (NEO) II  5 6 7 8 9  Transition from Combat to Classroom: Helping Student Veterans Succeed at Texas State  NEW Health and Wellness Lunch & Learn Series: "Oh My Aching Knees" Tips for Joint Protection and Osteoarthritis Prevention  12 13 14 15 16  Sponsored Programs Special Topics  Values-Based Estate Planning  Values-Based Estate Planning  (*)Managing@TXSTATE  Krav Maga Self Defense Training  Krav Maga Self Defense Training	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Employee Wellness Fair  (*) Teambuilding  Orientation (NEO) II  5 6 7 8 9  Transition from Combat to Classroom: Helping Student Veterans Succeed at Texas State  NEW Health and Wellness Lunch & Learn Series: "Oh My Aching Knees" Tips for Joint Protection and Osteoarthritis Prevention  12 13 14 15 16  Sponsored Programs Special Topics  Values-Based Estate Planning  Values-Based Estate Planning  (*) Managing@TXSTATE  Krav Maga Self Defense Training  Krav Maga Self Defense Training				Employment	
Transition from Combat to Classroom: Helping Student Veterans Succeed at Texas State  **NEW Health and Wellness Lunch & Learn Series: "Oh My Aching Knees" Tips for Joint Protection and Osteoarthritis Prevention  12 13 14 15 16  **Sponsored Programs Special Topics**  **Special Topics**  Values-Based Estate Planning**  19 20 21 22 23  **NEW Financial Education Series: Understanding Your Student Debt**  **New Health and Wellness**  **New Financial Education Series: Understanding Your Student Debt**  **New Health and Wellness**  **New Financial Education Series: Understanding Your Student Debt**  **New Health and Wellness**  **New Financial Education Series: Understanding Your Student Debt**  **New Financial Education Series: Understanding Your Student Debt**  **New Financial Education Series: Understanding Your Student Debt**  **New Health and Wellness**  **New Financial Education Series: Understanding Your Student Debt**  **New Fi	5	. ,		R	Orientation (NEO) II
Classroom: Helping Student Veterans Succeed at Texas State  NEW Health and Wellness Lunch & Learn Series: "Oh My Aching Knees" Tips for Joint Protection and Osteoarthritis Prevention  12 13 14 15 16  Sponsored Programs Special Topics Values-Based Estate Planning (*)Managing@TXSTATE  Krav Maga Self Defense Training  Krav Maga Self Defense Training	3	U		0	9
Sponsored Programs Special Topics  Values-Based Estate Planning  (*)Managing@TXSTATE Defense Training  NEW Health and Wellness	12	12	Classroom: Helping Student Veterans Succeed at Texas State  NEW Health and Wellness Lunch & Learn Series: "Oh My Aching Knees" Tips for Joint Protection and Osteoarthritis Prevention		Education Series: Understanding Your Student Debt
Special Topics Values-Based Estate Planning Defense Training  19 20 21 22 23  NEW Health and Wellness	12	13	14	13	10
NEW Health and Wellness				(*)Managing@TXSTATE	
	19	20	21	22	23
Supporting Trans*Students on Campus  Lunch & Learn Series: Healthy Food for the Family Texas State Blood Drive Texas State Blood Drive Texas State Blood Drive Texas State  Credit Card Acceptance at Texas State Helping Support Foster Care Alumni Succeed at Texas State	Trans*Students	Lunch & Learn Series: Healthy Food for the Family	Texas State Blood Drive		to College Student: Helping Support Foster Care Alumni Succeed at
	26	27	28	29	30

(\*) Workshop is a two-part course

TEXAS STATE

Employee Discount Program

Check out October's featured discounts from the *Texas State Employee Discount Program*.

Limited-time offers and regional programs are also available.

- EXOS: At EXOS, we believe in keeping nutrition simple. Buy any EXOS Performance Nutrition product and save 20%.
- MetLife Xcelerate: Get a discounted auto insurance quote in just two minutes! MetLife Xcelerate provides an accurate, no-obligation quote without a bunch of questions.
- **Diamondback:** Looking for a healthy activity for the whole family? Save 40% on current model year and prior model year bikes with Diamondback!
- Horizon Fitness: Bring the gym to you! Save 8% on Horizon Fitness equipment, including treadmills, ellipticals, exercise bikes and rowers!
- Liberty Mutual: Liberty Mutual offers exclusive savings on quality auto and home insurance. Plus, save even more with multi-car and multi-policy discounts.

www.beneplace.com/txstate



OCTOBER 2015

# October is National Work & Family Month!

The month is an opportunity for employers to communicate and celebrate their organizational practices, policies, and programs that help support efforts of employees to achieve success within and outside the workplace. We take this opportunity to remind you of Bobcat Balance, your work life and employee assistance program. View Page 7 for more details.

To contact Bobcat Balance, call toll free at (855) 884-7224. For online resources visit www.worklife.txstate.edu.





State. Herrera's honor was announced Advisory committee. Monday, August 10, by Texas State Services.

"Steve exemplifies the kind of employee that makes Texas State University a great place for students, faculty, and staff.

teve was chosen from 12 employees preparation, driver acquisition, maps and routing, and schedules to ensure that of the month, who represent more the event transportation is flawless. He also acts as a liaison between Texas State than 2,050 staff employees at Texas University and the City of San Marcos with his work on the San Marcos Transit

President Denise M. Trauth. As stated by Steve is a great asset to the Transportation Services department and the President Trauth, "The 2015 Employee university as a whole. He brings to his job a high degree of professionalism, of the Year has maintained a high commitment, flexibility, and knowledge. Time and again, he has gone above and level of commitment, professionalism, beyond to ensure that an event has the best possible transportation services. His and knowledge in his duties in commitment to being at every event, every football game, every commencement the Department of Transportation ceremony until the last transit vehicle has left, guarantees that any university transit need will be addressed with the utmost quality. He has successfully coordinated executive level transportation for multiple Texas State University As the Manager, Shuttle Service, Steve System Board of Regents events, both in San Marcos and Austin, including Herrera has directed and overseen a transportation to and from private airplanes. He trains and supervises Texas successful transition to a new bus fleet, State University Airforce ROTC cadets as executive fleet drivers each semester. new transit provider, and a new real- His attention to every detail and willingness to work and problem solve until no time GPS based bus tracking system. aspect is less than the best it could be, is a great asset to both the university and In addition to the many shuttle related the university system. His outstanding work on the Comal Building dedication responsibilities, Steve organizes and ceremony allowed alumni, who went to school on the university's campus during additional transportation the 1940s and 1950s, to return for the dedication by providing transportation that plans for university special events. He negotiated the Bobcat Trail Redevelopment construction. His development and coordinates vehicle procurement and execution of the transportation plan for the Presidential Seminar in Flowers Hall is an excellent example of Steve's willingness to go above and beyond in providing the best service possible.

> Where many others would have simply accepted that it would not be possible to provide transportation to the Cabinet, deans, faculty, staff, and guests, through closed streets and a construction zone, Steve coordinated with facilities, construction companies and contractors to provide safe and comfortable transportation to these events. Steve Herrera has been and continues to be extremely critical to the success of accommodating the many diverse transportation needs of the TSUS Regents, university, alumni, and the student body.

> Steve exemplifies the kind of employee that makes Texas State University a great place for students, faculty, and staff. His commitment to excellence makes transportation a successful and vital part of the Bobcat experience.

Congratulations, Steve! Thank you for your hard work and dedication to Texas State.

# Employee of the month September 2015

John Sculley
Financial Aid Advisor
Financial Aid and Scholarships



From left to right: Dr. Michael Heintze, Dr. Christopher Murr, John Sculley, and Dr. Gene Bourgeois

ohn is responsible for ensuring the delivery of excellent customer service, advising students according to university, state and federal financial aid rules to include keeping abreast of all federal and state regulations. Always professional, polite, attentive and empathetic, John embodies excellent customer service in a fashion that a job description cannot adequately convey.

John takes customer service to the next level. He is wholly dedicated to helping students obtain their dream of college. He recognizes students come to the Financial Aid Office because they are concerned about how they will pay for that dream. John treats them all with respect.

Quick to laugh and always positive, he sets an encouraging, helpful tone in the Financial Aid lobby that even the waiting customers can feel and have commented on. Customers that are assisted by John leave understanding what can be a difficult subject to comprehend because John has explained it to them in a simplified, respectful manner and given them options.

Because of his ability and skill with people, John will tirelessly work as an advocate for the student. He helps resolve issues and will follow up to find a solution. He is committed to each student and devises personalized solutions for each. Many students ask for John by name because "he is the only one who can help". John is always professional, polite, attentive and empathetic.

"...John embodies excellent customer service in a fashion that a job description cannot adequately convey.

Congratulations, John, on your customer service and professionalism!



# Movin' on up

We would like to recognize the following employees August 17, 2015 and September 8, 2015.

#### LaDonna Cannon

Promoted to Administrative Assistant III from Administrative Assistant II, School of Health Administration

#### Jennifer L Partida

Promoted to Buyer II from Administrative Assistant III, College of Science & Engineering

#### Ann E Jensen

Promoted to Director, Instructional Design from Sr Instructional Designer, Instructional Design Support

### Keylan G Morgan Sr

Promoted to Director, Student Success Initiatives from Grant Director, Non Faculty, Texas Success Initiative Program

### Oscar R Trevino

Promoted to Facilities Maintenance Worker I from Custodian, Facilities Operations

#### Abbie R Mott

Promoted to Grant Senior Coordinator from Grant Specialist, Department of Communication Studies

### Andrew S Cost

Promoted to Grant Technician II from Facilities Maintenance Worker I, ALERRT Center

### Juan F Morales

Promoted to Programmer Analyst I from User Services Consultant I, Network Operations

### Rolando I Belmares

Promoted to Sergeant from Police Officer, University Police

### Donya L Villarreal

Promoted to Sr Administrative Assistant from Administrative Assistant III, College of Education

### Taylor S Jones

Promoted to Student Development Specialist I from Academic Advisor I, PACE Advising Center

## Zachary A Collins

Promoted to User Services Consultant II from User Services Consultant I, Educational Technology Center

### Kenneth R Pierce

Promoted to Vice President, IT from Assistant to President, VP for Information Technology

### Heather A Aidala

Reclassified to Supervising Psychologist from Sr Psychologist, Counseling Center

### Autumn B Guel

Reclassified to Supervisor, Round Rock from Student Development Specialist I Round Rock Campus

### Curtis W Crow

Reclassified to Systems Support Analyst from Systems Support Specialist II, Round Rock Campus

### Jeffery B Atkins

Coordinator, Microcomputer Lab III from Coordinator, Microcomputer Lab III, Round Rock Campus





