# Bulletin

Mar. HR



2019



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The HR Bulletin keeps you informed on HR topics and news pertaining to Texas State. We would love to hear from you! Please send us your suggestions to <a href="mailto:hr@txstate.edu">hr@txstate.edu</a>





## TEXAS STATE RESOURCES FAIR

Tuesday, March 5 | LBJSC Ballroom | 11 a.m. - 1:30 p.m.

This is your opportunity to have questions answered about a business process or service you use. This Fair is designed to give you an opportunity to meet staff from over 30 departments and learn more about their office processes and how they can assist you with your job responsibilities.

Be sure to check out the <u>Staff Resources website</u> which provides helpful links to university business processes, services, electronic forms, manuals, and training opportunities. For quick access, make it your homepage or bookmark it today!

Contact Professional Development in Human Resources with questions at professionaldev@txstate.edu or call 5.7899.

HOSTED BY THE OFFICE OF HUMAN RESOURCES

## 2019 Financial Planning & Retirement Fair



- Speak with financial planning experts & attend informational sessions
- Interactive games, door prizes & refreshments
- Fair attendance is considered work time.

HR.TXSTATE.EDU/RETIREE/FINANCIALRETIREMENTFAIR





## UPDATE

University Policy Update Requires Employees Self-Reporting of Criminal Charges

Updates to <u>UPPS 04.04.17 Staff Background Checks</u> requires employees to self-report criminal charges within **five** business days. Employees must also report any criminal charges filed against them, excluding misdemeanor offenses punishable only by fine.

Additionally, employees must report to their supervisor in writing any conviction or other final disposition of a criminal charge filed against them. A criminal conviction or other final disposition for misdemeanor offenses punishable only by fine similarly does not need to be reported.

The new requirement went into effect in the revision of the <u>UPPS 04.04.17 Staff Background Checks</u> effective January 2, 2019. Questions can be sent to Employment by email at <u>hr@txstate.edu</u> or call for 5.2557 for assistance.



## Staff Educational Development Program

The Staff Educational Development Program allows for a maximum of seven staff members to enroll in academic courses with tuition and fees reimbursed by the university. In addition, the staff members' work hours will be adjusted accordingly, but to no less than 20 hours per week. Refer to <a href="UPPS">UPPS</a>
<a href="UPPS">04.04.35 Professional Development and Educational Opportunities</a> for details regarding eligibility and application procedures.

Please note that regular non-grant full-time staff employees who are U.S. citizens or resident aliens and who have been employed at Texas State at least one year are eligible to participate in this program.

Individuals will be selected from a pool of applicants within their respective division.

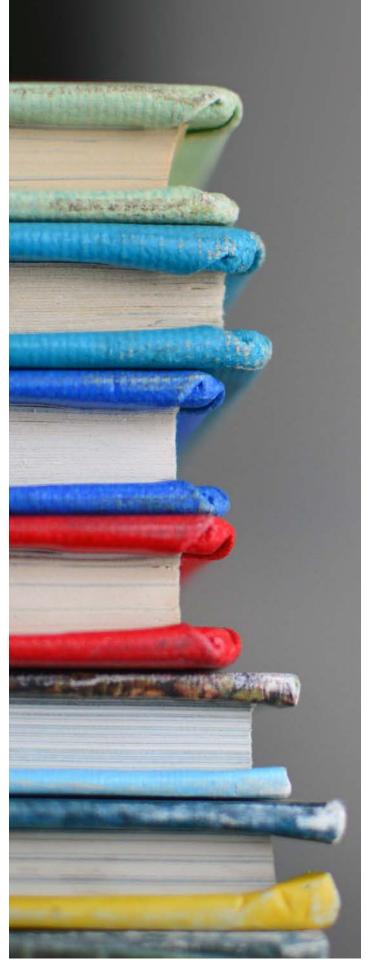
You may contact Professional Development at 5.7899 if you have any questions.

#### GED INCENTIVE PROGRAM

BOOST YOUR SKILLS AND EDUCATION WHILE GETTING: release time from work for first two sessions | reimbursement for the cost of test fee upon successful completion | \$500 to help cover costs upon successful completion | Full-time regular employees are eligible.

Registration: Mar. 26, 9 a.m. Registration: Mar. 28, 9 a.m. Location: San Marcos Public Library

Learn more about the requirements at <u>UPPS 04.04.35</u>. | Contact: professionaldev@txstate.edu | 5.7899





### SPRING BREAK

TIMEKEEPING REMINDERS MARCH 18-22, 2019

During Spring Break, the university will be closed except for those offices designated as "essential". Essential offices require a skeleton crew. Supervisors are reminded that the five days of the Spring Break period are Energy Conservation Days. Employees must use previously accrued FLSA overtime, state compensatory time, vacation, or leave without pay for these days if they are not working. If an employee does not have enough time accrued to cover the absence or is new and not eligible to use their vacation due to the six-month rule, supervisors must allow these employees an opportunity to work additional hours so they may earn the necessary time prior to the break.

Non-exempt (classified) employees who work less than 40 hours per week generally do not accrue FLSA overtime or state compensatory time. Therefore, these employees must be placed on leave without pay if they do not have enough vacation time to cover the absence.

For a list of essential offices please refer to the FY19 Holiday Schedule. For information regarding FLSA Overtime or State Comp Time please see UPPS 04.04.16 Overtime and Compensatory Time Policy.

Questions may be directed to Selma Selvera in Human Resources at <a href="mailto:ss24@txstate.edu">ss24@txstate.edu</a> or 5.2557.



## **HEALTHY DINING OPTIONS**

#### **ON CAMPUS**



Texas State students, faculty and staff alike have become more focused on wellness and sustainability throughout their lives but especially with their food choices. Luckily, Texas State Dining's culinary team has gone above and beyond to develop menus and recipes to satisfy every diet on-campus.

Their team has created several tools and programs to help guide you to make more educated decisions regarding your food selection. Nutritional information and recipe ingredients are always readily available on their <a href="Dine On Campus website">Dine On Campus website</a>, nutritional kiosks located in every dining venue, and on their Dine On Campus mobile app. Guests have the ability to search for certain Balanced U icons on those same mediums to help identify key recipes that follow specified criteria such as Balanced, Vegetarian, Vegan, and Avoiding Gluten menu items.

FYUL (For Your Unique Life) is a fairly new program that has been introduced by Texas State Dining. It is a campaign focused on making it easy for customers to find foods with embedded health benefits otherwise known as functional foods that are important to their personal lifestyle. FYUL items can be found in the resident dining halls, food courts, catering, grab & go, and snacking.

The functional benefits featured by the FYUL program include Sustained Energy, Recovery, Protein Packed, Improved Clarity, Immunity Boost, Healthy Skin, Earth Friendly, and Clean Eats. Read more about the FYUL program on their website. The menus offered in Harris and Commons Dining Hall are second to none. They feature seasonal menus that rotate every day and meal period. With a variety of station concepts that include comfort food, Tex-Mex, grill, salad and soup bar; there is always something new to enjoy. The dining halls also cater to our vegan and vegetarian students by offering more options than anywhere else on campus. There are also several special request items that guests can ask our culinary team to prepare such as vegan pizzas and Beyond Meat Burgers.

Texas State Dining consistently searches for new ways to improve our dining program for our guests regardless of their diet. Starting next week, Main St Grill in The Den Food Court and Coyote Jacks in The Lair Food Court in LBJSC will offer a revolutionary plant-based burger that looks, cooks, and satisfies like beef, called The Beyond Burger. Guests can expect items like this and much more to come in the near future for Texas State Dining! Please visit the <a href="mailto:dineoncampus.com/txstate">dineoncampus.com/txstate</a> website for more information regarding dining locations on campus, hours of operations, menus,



## Texas States

- Faculty/Staff Meal Options
- See What's On the Menu Today
- Texas State Dining Hours & Locations



### **NEW FIORI APPS**

#### TO HELP TRACK AND VIEW LEAVE BALANCES

We are excited to announce the availability of two new Fiori apps for employees and supervisors to view their leave balances.

What is SAP Fiori Mobile? It is a mobile version of the SAP Portal which features an easy-to-use, big-button design intended for lite, on-the-go tasks. Enter or approve time, view recent paystubs, approve travel requests and expenses, approve requisitions, and more with SAP Fiori Mobile. Using your smartphone or tablet, go to the SAP Portal, and you'll automatically see Fiori. Check it out!

How to access SAP Fiori on my desktop? Click on the SAP Fiori Apps folder on the SAP header toolbar.



#### ALL EMPLOYEES

All employees will see the Fiori tile "My Leave Balances". The app will display some employee master data as well as time balances for vacation, sick, comp time, overtime and carryover/conversion information for vacation.



#### SUPERVISOR TOOLS

A new tile, "My Employee's Leave Balances" provides supervisors with an easy to view snapshot of their teams leave balances.



#### MORE INFORMATION

Software questions: visit the SAP Fiori Mobile

Resources available through ITAC or contact itac@

txstate.edu

**Leave balance questions:** contact the Benefits area at hr@txstate.edu



#### Featured Training:

#### Managing Change

Register for an interactive, half-day workshop led by Dr. Richard Cheatham, Professor Emeritus of Department of Communication Studies:

DATE: Mar. 27
TIME: 8 a.m. - noon
LOCATION: JCK 1100

REGISTER: Sign in to <u>SAP Portal</u>, click Training and Development tab, locate workshop in Course Catalog under Organizational Excellence.

Dr. Cheatham will guide participants through three major areas: Setting the Stage for Change, The Cast Members in the Drama of Change, and the Script for Change. Participants will learn:

- How change has changed
- Predictable responses to positive change
- Predictable responses to negative change
- How learning styles and personality styles impact change readiness
- Kotter's Eight Step Process for Implementing Change

## New Resource: SPRING 2019 LEARNING & DEVELOPMENT CATALOG

Plan ahead for which learning and development opportunities you'll take advantage of this semester!

Our new Catalog provides a semester-long view of learning opportunities, with links to more info about workshops, ongoing education, trainings and campus learning partners.



Access this interactive document on our Brochures website.



## MARCH workshops

The featured workshops are coordinated through Professional Development. Registration is available through the <u>SAP Portal.</u>



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1
4	Kuali Research Overview 5	Understanding International Student Needs: What in the world does this acronym mean? 6	University Seminar Teaching Opportunity	8
		Supporting Transgender/ Non-binary People in Higher Education Settings		In Limbo: Dilemmas Faced by Undocumented Students
11	12	13	14	15
18	19	20	21	22
10	13	20	21	2.2
		Managing Change	Performance Management Review	
25	26	27	28	29

Please visit <u>Professional Development's workshop website</u> for further information.





## Texas State Employee DISCOUNT PROGRAM

The <u>Texas State University Employee Discount Program</u> is the exclusive discount marketplace for you and your fellow employees. Thank you so much for all your hard work and continued support!

ADT | ADT can help you protect your home. Get a free ADT Monitored Home Security System, an \$850 value, plus a \$200 gift card.

myAutoloan.com | myAutoloan.com is your premier online auto finance and refinance marketplace. You'll receive up to four loan offers within two minutes.

Rollick Powersports | Experience the thrills and excitement of offroad adventures without a shopping struggle. Customers save an average of \$1,130.

T-Mobile | Save an extra \$125 on each new T-Mobile line. Combine this deal with T-Mobile ONE offers, devices, and Netflix promos at T-Mobile.com to save even more.

TurboTax | Get your taxes done right with TurboTax! Save up to \$20 on TurboTax products.

Check out this month's featured discounts from the <u>Texas State Employee</u>

<u>Discount Program.</u> Limited-time offers and regional programs are also available.



We remind all new staff employees hired during the past month that N.E.W. is designed to provide useful information to new staff regarding the resources, benefits, and opportunities associated with employment at Texas State University. For more info and to connect with other new bobcats access the official new employee website.

#### NFWI

#### FRIDAY, MARCH 8, 2019

8 a.m. - 1:30 p.m.

EndZone Complex - Warren Room

Contact the office of Human Resources with questions at <u>hr@txstate.edu</u> or call 5.7899.

## Join us in welcoming our new employee Bobcats!

#### ABRIGAIL LEAL

Administrative Assistant II Office of Undergraduate Admissions

#### ALEXANDRA N. LONG

Residence Hall Director
Department of Housing and
Residential Life

#### AMANDA JACQUELYNNE WATTS

Administrative Assistant II Student Business Services and Bursars

#### AMBER MYERS

Grant Coordinator
Texas Justice Court Training
Center

#### AMY DENN PERRY

Grant Specialist
PACE Advising Center

#### ANDREW D. WILLIAMS

Coach Football

#### ANGELA RAYE BATTISE

Financial Aid and Scholarship Advisor Office of Financial Aid and Scholarships

#### ANGELA N. SMITH

Coordinator, Marketing and Promotions VP for Information Technology

#### ARCHIE LEE MCDANIEL

Assistant Coach Football

#### BENJAMIN HUTCHINS

Assistant Director, EARDC Edwards Aquifer Research

#### BENJAMIN GEEST CARDIFF

Residence Hall Director Department of Housing and Residential Life

#### BIANCA ELENA GALVAN

Systems Administrator I Core Systems

#### BRETT JOSEPH DEWHURST

Assistant Coach Football

#### BRITTANY KAYE BURNS

Child Care Teacher
Child Development Center

#### BRITTNEY SUE JOHNSON

Coordinator, Digital Literacy Program University Libraries

#### CAROLE COBURN

Administrative Assistant II
Ingram School of Engineering

#### CHARLES ANDREW BOYD

Systems Support Specialist II Psychology

#### CHRISTOPHER A. AGUIRRE

Auto Mechanic Assistant Facilities Management

#### DEANNA D. VOIGT

Administrative Assistant II English

#### DIANA TRISTAN

Administrative Assistant II
Department of Housing and
Residential Life

#### GABRIELA AGUERO

Child Care Teacher
Child Development Center

#### HANNA MARIE TRAPHAGAN

Grant Specialist Texas School Safety Center

#### JAMES LONGSTREET DORAN

Academic Advisor I University College Advising Center

#### JAMES DAVIS CHINELO

Guard
University Police

#### JANELLE NICOLE BORREGO

Academic Advisor I
Education Advising Center

#### JOANN ZADROZNY

Research Associate

Department of Geography

#### JOSHUA LEE KELLER

Athletics Development Officer Athletics

#### KARA ELLEN STEVENSON

Administrative Assistant II Education Advising Center

#### KAREN RENA VAUGHN

Administrative Assistant II Communication Disorders

#### KEONTE K. HERRERA

Graphic Artist II
Sports Information

#### MEAGAN ANN HERNANDEZ

Administrative Assistant II School of Music

#### MICHELLE ANN REDEPENNING

Career Counselor McCoy College of Business

#### NFALE, IDAIS

Academic Advisor I College of Liberal Arts Advising Center

#### NICKOLAS WHITWORTH

Assistant Coach Football

#### PATRICIA S. PULIS

Library Assistant II University Libraries

#### ROBERTO MANUEL GARZA

Parking Services Officer Transportation Services

#### SCOTT TYSON SALWASSER

Coach Football

#### STEPHANIE RAE WHITE

Administrative Assistant II Office of Undergraduate Admissions

#### STEVEN CHASE GALLUPS

Academic Advisor I PACE Advising Center

#### TEVIN JUAN MIMS

Assistant Coach Football

#### TREMAINE E. JACKSON

Assistant Coach Football



## **BOBCATS ON THE MOVE**

Congratulations to the following employees who were promoted or reclassified.

#### AMANDA MARIE CARDOSO

Promoted to Supervisor, Duplicating Product from Duplicating Equipment Operator,
Printing Services

#### ELIZABETH LAUREN MIKITEN

Promoted to UI/UX Designer from Graphic Artist I, Office of University Marketing

#### JANET LEIGH JOHNSON

Promoted to Administrative Assistant III from Administrative Assistant II,

College of Health Professions

#### JASMINE ELIZABETH PHELPS

Promoted to Academic Budget Specialist from Administrative Assistant III,

College of Education

#### JENNIFER MORETON BARKER

Promoted to Senior Administrative Assistant from Administrative Assistant III,

Development

#### JOHN ALEXANDER KIRCHNER

Promoted to Contract Specialist from Buyer II,
Procurement and Strategic Sourcing

#### JULIA G. PALACIOS

Promoted to Academic Budget Specialist from Administrative Assistant II,

Round Rock Campus

#### **KELLY ANN DUNN**

Promoted to Senior Administrative Assistant from Administrative Assistant III,
Human Resources

#### KRYSTYN D. JENSEN

Promoted to Administrative Assistant III from Administrative Assistant II,
School of Music

#### MARY JEAN ANDERSON

Promoted to On-Line Course Developer II from On-Line Course Developer,
Office of Distance and Extended Learning





#### MICHELLE LYNN VILLALPANDO

Promoted to Administrative Assistant III from Budget Assistant,
SLAC

#### NATHAN R. LAWRENCE

Promoted to Director, Grounds Operations from Assistant Director, Grounds Operations, Grounds and Waste Management Operations

#### PAUL R. FLORES

Promoted to Head Air Conditioning Mechanic from Air Conditioning Mechanic II,

Facilities Operations

#### SHANNON KAY HICKS

Promoted to Academic Budget Specialist from Administrative Assistant III,
College of Science and Engineering

#### WHITTEN J. SMART

Promoted to Special Assistant to the VPIT from Supervisor, ITAC,

VP for Information Technology

#### ALFREDO MEDINA IV

Reclassified to Administrative Assistant II from Administrative Assistant I,
Office of Undergraduate Admissions

#### ANDREW NICHOLAS RECHNITZ

Reclassified to Director, Technology Engagement from Assistant Director, Learning Commons,
University Libraries

#### CAROLYN BALLARD ANZURES

Reclassified to Assistant Director, IT Business
Operations from Administrative Financial Analyst,
VP for Information Technology

#### CATHERINE A. STEVENS

Reclassified to Director, ITAC from Assistant Director, ITAC, IT Assistance Center

#### CYNTHIA V. KEILERS

Reclassified to Employment Relations Specialist from Senior Administrative Assistant,
Human Resources

#### **ELIZABETH MISSY ELLIS**

Reclassified to Director, ITAC from Assistant Director, ITAC,
IT Assistance Center

#### SHAWNA R. WHITE

Reclassified to Grant Senior Coordinator from Lecturer,
Texas School Safety Center





## Adam Clark

Systems Support Specialist I,
Department of History, College of Liberal Arts

## EMPLOYEE OF THE MONTH February 2019



Adam is always on top of updates, software programs, technological equipment (providing the equipment as well as the repairs), and responds to questions promptly and effectively. He communicates clearly and seems to have an endless supply of energy to do his job well in conjunction with giving back to the university by attending meetings and being a part of committees.

Adam is responsible for the technological needs of two departments and two centers, but still manages to answer calls and emails immediately. He always makes himself available to help set up for events. He not only helps with the set-up of the projector and screen, but he often stays to help set-up a venue and comes back to help take down the screen, put away chairs, load up food, etc. Adam goes above and beyond in his duties as Systems Support Specialist for the Department of History.

What makes Adam special is that he goes above and beyond while also pursuing his education. He is currently a doctoral student in the Department of Geography. His assistance and devotion to his work has not waivered as he has continued his education.

Adam continually strives to give back to the university and make it a

better learning and work environment for students, staff, and faculty. He has completed this by leading Staff Council for several years to its most productive and active terms. Adam has worked in the community with Bobcat Build and various on campus Staff Council events and fundraisers.

Adam serves on several committees which help guide the university to function at its fullest potential. He has served on several university boards and committees, such as the Regental Planning Committee for the 2017-2027 University Master Plan and the Transportation Services Advisory Council. Adam has always worked to improve the learning and working environment here at Texas State. He is an invaluable member of our staff and Texas State University family.

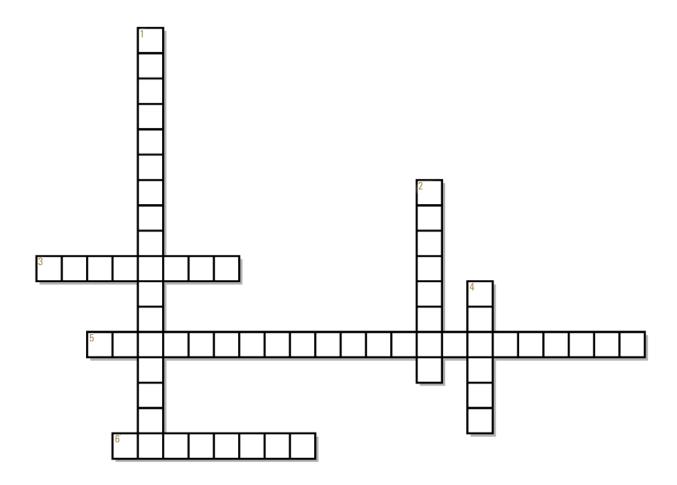
"What makes Adam special is that he goes above and beyond while also pursuing his education."

Congratulations, Adam, on your dedication and hard work!



## HR Crossword Puzzle

Readers are invited to have some fun completing our HR crossword puzzle! Print this out, fill it in with answers found in this month's bulletin, and send it in. Scan or send a picture of your completed puzzle to <a href="https://example.com/hr@txstate.edu.">hr@txstate.edu.</a> by March 8<sup>th</sup>. Five random puzzle winners with all the correct answers will receive a prize from HR!



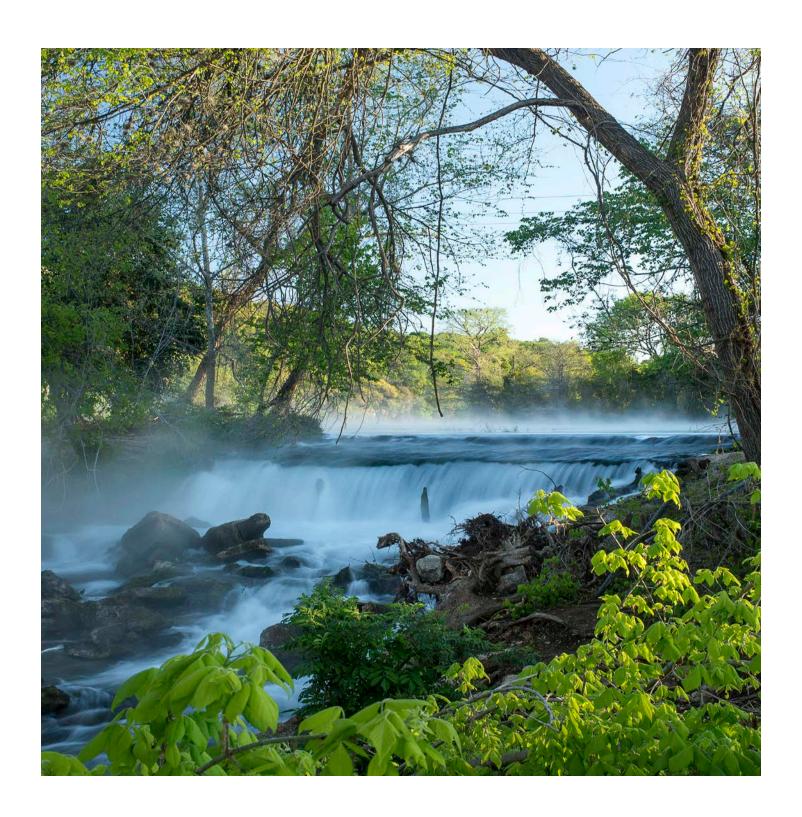
#### **ACROSS**

- 3 Updates to UPPS 04.04.17 requires employees to self-report \_\_\_\_\_ charges within five business days.
- 5 The five days of Spring Break are \_\_\_\_\_
- 6 Staff Educational Development Program provides an opportunity for one full-time staff member per \_\_\_\_\_ in each cabinet member's area to receive special support for degree work.

#### **DOWN**

- 1 New program that makes it easy for customers to find foods with embedded health benefits, important to their personal lifestyle.
- 2 March's Featured Training Managing Change will be presented by Dr. \_\_\_\_\_
- 4 At the Texas State Resources Fair, you can meet staff from over departments.







This information is available in alternate format upon request from the Office of Disability Services.

