



HR Bulletin

November 2018

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TEXAS STATE
HUMAN RESOURCES

We would love to hear from you! Please send us your suggestions to hr@txstate.edu



A new training opportunity at Texas State: Mental Health First Aid (MHFA)

The Office of Human Resources is proud to bring Mental Health First Aid training to Texas State University staff and faculty.

The 8-hr training, scheduled for November 2nd, gives you the skills you need to reach out and provide initial support to someone who may be developing a mental health or substance use problem and help connect them to the appropriate care.

WHAT YOU WILL LEARN:

The course teaches participants how to apply the ALGEE action plan:

- Assess for risk of suicide or harm
- Listen nonjudgmentally
- Give reassurance and information
- Encourage appropriate professional help
- Encourage self-help and other support strategies

The course also covers:

- A discussion of campus culture and its relevance to the topic of mental health.
- A discussion of the specific stress and risk factors faced by those in higher education.
- Application of the action plan in a number of scenarios designed for faculty and staff.
- A review of the mental health resources available on campus and the community.

MHFA Training:

Professional Development will be hosting the first MHFA 8-hr training course on November 2nd.

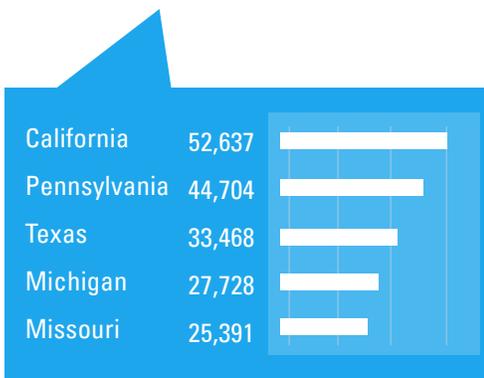
If you are interested in more information on future trainings, please contact professionaldev@txstate.edu.

BACKGROUND:

Created in Australia in 2001 by a nurse and a mental health literacy professor, MHFA is now routinely practiced in a handful of countries, including the United States.

In the US, the program is overseen by the National Council for Behavioral Health, the Missouri Department of Mental Health, and the Maryland Department of Health & Mental Hygiene, which collectively provide instructors, training, and technical support. In 2017, Senate Bill 1533 was passed to allow eligibility for employees of higher education institutions in Texas to access free mental health first aid training (MHFA).

For more information, please visit www.mentalhealthfirstaid.org.



More than 1 million people across the United States have been trained in Mental Health First Aid by a dedicated base of more than 12,000 Instructors ([mhfa website](http://mhfa.website)).



657

employees



49

vendors



26

mammograms
processed by Christus
Santa Rosa Healthcare

What a success!

Texas State Employee Wellness Fair

The following services were offered through the fair:

- flu shots (357);
- TDap vaccines (50);
- mammograms (26);
- blood pressure screenings;
- glucose screenings;
- vision screenings;
- hearing screenings;
- impaired driving simulator;
- grip strength testing;
- dry eye evaluations;
- chiropractic screenings;
- chair massages;
- dental health information;
- group fitness information.

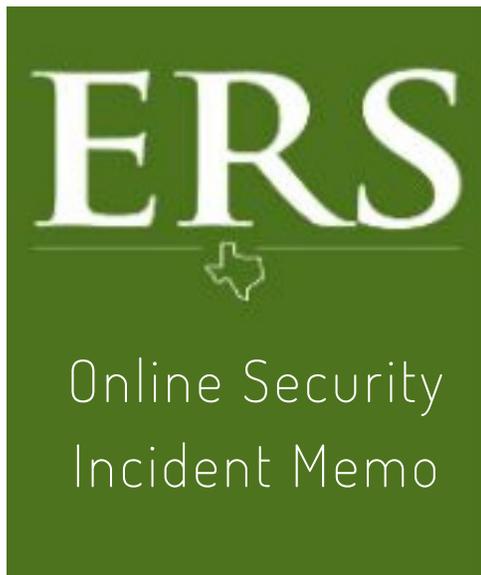
Winners of the 5 grand prizes were:

- **Garmin VivoSmart® Activity Tracker (Donated by the Division of Information Technology):** Ms. Chelsea Titus, Department of Housing and Residential Life
- **Two Tickets to Schlitterbahn (Compliments of Schlitterbahn):** Dr. Hamilton Hardison, Mathematics
- **\$150 Amazon Gift Card (Donated by Franklin Covey):** Ms. Cynthia Arredondo, Texas School Safety Center
- **One-Year Membership to the San Marcos Activity Center (Compliments of the Employee Wellness Fair Committee):** Ms. Rita McMahon, Student Business Services
- **One-Semester Membership to the TXST Student Recreation Center (Compliments of the Department of Campus Recreation):** Dr. Eun Hae Kim, School of Social Work
- **2 Tickets to Schlitterbahn (Hays County Food Bank Donation Drawing):** Ms. Leah Cuellar, Human Resources

Big **thanks** to the committee members

Carolyn Swearingen of the Dept. of Health and Human Performance;
Julie Eckert and Arlene Cornejo of the Student Health Center;
Denise Wagner of Technology Resources Administration;
Jennifer Johnson of the IT Assistance Center;
Tina Jackson of Testing, Research-Support;
Sharon Wilsford of Transportation Services; and
Josh Arguelles, Rose Trevino, Karen Hollensbe, Patty Cano, all of HR.

HIGHLIGHTS



What is ERS?

Employees Retirement System (ERS) is the agency that handles our health insurance benefits as State of Texas employees.

What memo?

You may have received a memo from the Employees Retirement System (ERS) about a security incident with the ERS OnLine portal. This memo was sent to ERS members and others that may have had sensitive data in the ERS OnLine system, including your dependents and beneficiaries. The memo includes instructions on how you can obtain free credit report monitoring and identity restoration services through Experian. To take advantage of this service, you must use the code in the memo and sign up before January 31, 2019.

How can I learn more?

You can find more details about the issue on the [ERS FAQs website](#).

Who can I contact?

If you have questions about this issue after viewing the information from ERS, please contact Experian directly at 877.736.2221.

REMINDER

TIME FOR A PAYCHECK CHECKUP



Following tax law changes, you should do a paycheck checkup using the [IRS's Withholding Calculator](#) and, if necessary, complete a new W-4 form. The IRS Withholding Calculator helps figure out if you should submit a new Form W-4 to your employer. Visit the [Payroll and Tax Compliance website](#) for more information.

You should do a paycheck checkup if you:

- are a two-income family, have two or more jobs at the same time or only work part of the year;
- claim credits like the child tax credit, have dependents age 17 or older;
- itemized deductions in 2017;
- have high income or a complex tax return; or
- have a large tax refund or tax bill for 2017.

Remember to: Elect Secured Online Paperless Delivery of Your 2018 W2

The deadline for electing online 2018 W-2 is **December 31, 2018**. For instructions, visit the [tax services website](#).



Compare Rx Prices

Drug Pricing Tools Available to Help You Comparison Shop

For employees on HealthSelect, check out OptumRx's [drug pricing tool](#)!

Search for a drug to compare the pricing options through OptumRx and other local pharmacies in your area. The [drug pricing tool](#) will lead you through a series of steps to help you get the right pricing information.

Also, you can find out more helpful information about our prescription drug programs and how they compare to National Discount Programs by visiting our [Prescription Plan Comparison website](#).



STATE OF TEXAS VISION

Helpful Hints

If you are enrolled in the State of Texas Vision Insurance, you will likely not receive a member ID card in the mail. When you see your vision provider, be sure to identify yourself as a State of Texas Vision member and they will be able to locate you based on your name and other identification methods. If you would like a physical card, you may print a member ID card by creating an online account at the website provided below.



More things you can do on the State of Texas Vision website include:

- Search for in-network [vision providers](#)
- Find [copays and other associated costs](#) with the plan
- Read through some [FAQs](#)
- Find the Reimbursement Claim Form and other [resources](#)
- Find more information on the [State of Texas Vision website!](#)

Free Virtual Visits for Your Health Care Needs

Communicate face-to-face with a health professional, even when you're in a different location



Have you tried Virtual Visits through your HealthSelect insurance yet?

HOW IT WORKS:

-  consult a doctor online for your urgent health care needs
-  use video conference to chat with a doctor about your situation
-  virtual visits are covered at 100% with no copay
-  the doctor can send prescriptions electronically as needed

**TAKE ADVANTAGE OF THIS SERVICE TO HELP YOU OR YOUR
LOVED ONE FEEL BETTER.**

Visit the [HealthSelect Virtual Visits website](#) for more details.

WellCats

Let us know what you think

Human Resources strives to provide outstanding benefits and services. In 2015 we implemented WellCats, our comprehensive employee wellness program.

WellCats is evolving and we look to you to learn how we can adapt based on your current activities and your wellness needs and interests. As such, we periodically send out a campus-wide survey to get your feedback about WellCats. Whether you are a WellCats member or not, your input is important in helping us continue to shape the program in a way that meets your needs and interests.

This survey is anonymous. Information obtained is recorded in such a manner that respondents cannot be identified. If you have not completed the survey, we encourage you to do so.

On November 1st look for a reminder email from institutionalresearch@txstate.edu titled "WellCats Survey Reminder." The email will contain a link to the survey. Thank you for your input!



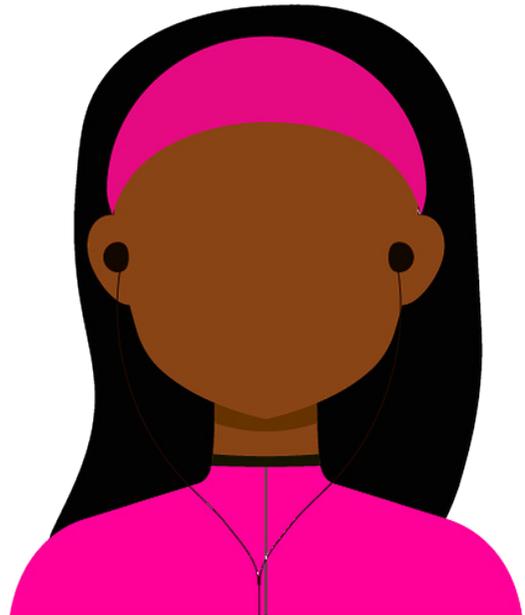
WELLCATS

Live. Work. Be Well.



Well onTarget®

Rewarding You for Healthy Living



Blue Cross and Blue Shield of Texas has partnered with Well onTarget® web portal to provide wellness programs and incentives to HealthSelect participants. Well onTarget® offers personalized tools and resources to support your health and wellness.

Blue Points Program - Redeem Points in the Online Shopping Mall

As part of Well onTarget®, you have access to the Blue Points program. You will be able to earn Blue Points for regularly participating in many different healthy activities. You can redeem these points in the online shopping mall available in Well onTarget®.

Get Started Earning Blue Points

- Go to www.healthselectoftexas.com.
- Click on “Log In” in the upper right-hand corner.
- If you already have a Blue Access for Members account, log in. If you do not have an account yet, click “Register Now” and use your medical ID card to create an account.
- Once you’re logged in to Blue Access for Members, click “Well onTarget” under the Quick Links on the left.

WellCats

Remember to log in all of the healthy activities you complete through the WellCats program. These activities can earn you Blue Points!

More Information

For information on healthy activities offered through the WellCats program or additional information on the Blue Points program, visit the [work life website](#) and click on the health and wellness tab.



**BlueCross BlueShield
of Texas**



Welcome



Join us in welcoming our new employee Bobcats.

ADRIENNE L MCCLENDON
Residence Hall Director
Department of Housing and
Residential Life

AMANDA J ZAMORA
Administrative Assistant II
Student Health

ANDREW CLARK L FLYNN
Police Officer
University Police

APRIL D WILLIAMS
Grant Specialist
Texas Justice Court Training
Center

ASHLEY T COTTRELL
Research Associate
Edwards Aquifer Research

BRYAN L DEAN
Associate Athletic Director
Athletics Business Office

COURTNEY J NAGEL
Financial Aid and Scholarship
Advisor
Office of Financial Aid and
Scholarships

DOROTHY GONZALES
Administrative Assistant III
Special Projects

DOUGLAS R MALLARD
Warehouse Worker
Materials Management and
Logistics

EDEN C WERNER
Financial Aid and Scholarship
Advisor
Office of Financial Aid and
Scholarships

JARREN RAMSEY
Manager, Ticket Office
Strutters/Ticket/Mktg/Cheer

JESSICA A MARTIN
Student Development Specialist II
Office of Disability Services

JUDITH A CLAYPOOL
Administrative Assistant I
Mathworks

KENDRA E MARSTELLER
Police Officer
University Police

MARCUS J GOSS
Research Associate
STAR Park

MICHAEL A BAKER
User Services Consultant I
IT Assistance Center

PADEN L REEVES
Academic Advisor I
PACE Advising Center

RUSTI D WADE
Sr Administrative Assistant
AVP, Academic Services

RUTH A MORDECAI
Administrative Assistant II
Retention Management and
Planning

SABRINA J OLIVAREZ
Equity and Inclusion
Representative
Equity and Inclusion

SANDRA L SKAINS
Administrative Assistant II
Department of Physical Therapy

TANIA V BORUNDA
Study Abroad Representative
Study Abroad Office

WENDY R MCCOY
Director, Environmental Health,
Safety and Risk Management
Environmental Health, Safety and
Risk Management



NEW EMPLOYEE WELCOME

N.E.W. II

Friday, November 9, 2018 | 8 a.m. - 1:30 p.m. | EndZone
Complex – Warren Room

We remind all new staff employees hired during the past month that the second part of New Employee Welcome (NEW) will occur on Friday, November 9.

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.

N.E.W. II, held on the second Friday of each month, is the second part of the required orientation program for all new Texas State staff employees hired during the past month. Breakfast and lunch are served.

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

GED INCENTIVE PROGRAM

General Educational Development (GED) Certificate

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

Registration: Nov. 5, 9 a.m. & 1 p.m.

Assessment: Nov. 7, 9 a.m. & 1 p.m.

Location: San Marcos Public Library

Full-time regular employees are eligible.

Learn more about the requirements at [UPPS 04.04.35](#).

Contact: professionaldev@txstate.edu | 5.7899



NOVEMBER 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.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			From Foster Care to College Student: Helping Support Foster Care Alumni Succeed at Texas State Texas State Retirement Process **Survival Spanish 1	Mental Health First Aid 2
Personal DIY Security I 5	WellCats Educational Series: Make it a Year of Wellness **Survival Spanish 6	A Deeper Look at Focus Groups: Best Practices and Strategies for Success Kualu Research Overview 7	**Survival Spanish 8	9
Personal DIY Security II 12	Everything You Always Wanted to Know About Employee Relations 13	14	Allies Training Advanced Social Media at Texas State 15	16
Understanding International Student Needs: What in the world does this acronym mean? (RCL, CPT, OPT, etc.) 19	20	21	22	23
***Survival Sign Language 26	*Civilian Response to Active Shooter Events 27	***Survival Sign Language *Civilian Response to Active Shooter Events SAP Chart of Accounts 28	29	30

(*) Workshop is offered either date. (**) Eight Tue. & Thu. Sessions: Tue., Oct. 16 – Thu., Nov. 8 (***) Six Sessions: Nov. 26. - Dec. 12

Please visit [Professional Development’s workshop website](#) for further information.

Texas State Employee DISCOUNT PROGRAM



To help you stay up to date on new ways to save, check out this month's featured discounts from the [Texas State Employee Discount Program](#).

Limited-time offers and regional programs are also available.

- **Sprint:** Sprint offers special savings on wireless devices and monthly plans for the whole family. Sprint Unlimited Plus includes the features you'll love for the price you'll love.
- **Lenovo:** Looking to upgrade your PC or laptop? Thanks to Lenovo's Corporate Employee Purchase Program, you can save on the entire product line.
- **Apple:** Say hello to the future with Apple. Preferred pricing is now available on iPhone X.
- **Restaurant.com:** The only thing better than going out for a great meal is getting a great meal for a great deal. Get eGift cards to restaurants in your city with Restaurant.com.
- **Otterbox:** Looking for a case you can trust to protect your beloved technology? Shop otterbox.com, and receive 15% off the OtterBox case of your choice.

www.beneplace.com/txstate

Karen Fabac

Grant Specialist,
LBJ Institute for STEM Education and Research

EMPLOYEE OF THE MONTH October 2018



Karen Fabac and Eugene Bourgeois Ph.D.

Karen has worked for Texas State University for 14 years, currently serving as a grant specialist with the LBJ Institute for STEM Education and Research supporting NASA grant funded programs. Since her transfer to Texas State University in 2004, she has represented the department in the areas of: project management, personnel administration, sub award budget management, post award grant/budget management, as well as co-facilitation of various professional development offerings, participation at various major national STEM conferences and NASA Center events, Karen’s personal motto is, “See The Need, Meet The Need,” and it has served her well, as she often handles tasks that are not required of her, but does them anyway to keep things moving forward.

Karen is always thinking of better ways to improve efficiency and effectiveness, and she brings these ideas to her colleagues and supervisor. For example, she manages contracts and services with many convention and meeting venues across the United States, and she is outstanding at negotiating the best deal for our participants and for the University.

Karen is superior at communicating effectively with a wide range of professionals, and she always incorporates the Texas State brand into this work. She is responsible for effective communication with Texas State Faculty of Practice located at 10 NASA Space Centers across the nation. She manages PCRs for these faculty, processes materials purchasing, and communicates Texas State policy and procedure information.

Karen solves complex issues with great insight. She knows when and how to interact with other Texas State offices as she processes and monitors issuance of almost 500 vendor forms per year, and she manages 15-17 sub awards and procurements that total over half a million dollars per year. She is always on top of all of these tasks and continually stays ahead of schedule.

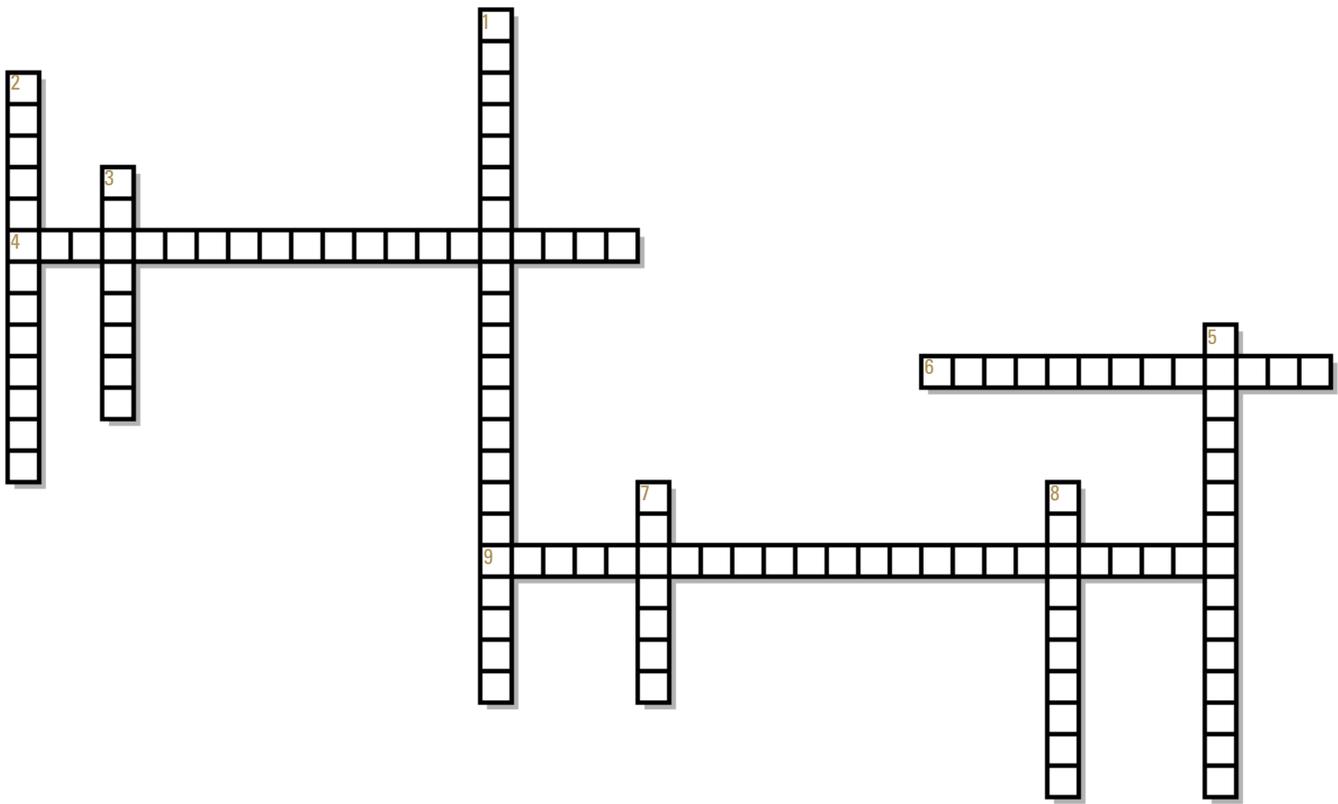
Karen stays current with best practices in her position. Even though she is located at the Round Rock center, she attends multiple training sessions on the main campus. All of these help her do her work more effectively. Karen is “fearless” and will tackle any task and as a result, she has interacted closely with multiple offices across campus and over the years has developed a strong network and great working relationship with staff involved in all aspects of university operations. When she doesn’t know the answer or an exact process for accomplishing a specific task, she will research the issue and will seek out that information from the appropriate office. She is incredibly resourceful and just the type of employee you want representing your office to internal and external colleagues.

Karen is also a genuinely good person who frequently engages in volunteer work and professional service. She has served as a mentor to at-risk children, she drives elderly patients to their doctors’ appointments, and she generously volunteers her time at shelters for various challenged populations.

Congratulations, Karen, on your dedication, professionalism 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 hr@txstate.edu by November 9th. Five random puzzle winners with all the correct answers will receive a prize from HR!



ACROSS

- 4 What does MHFA stand for?
- 6 The doctor can send these electronically as needed through virtual visits
- 9 Tool to help you figure out if you should submit a new W-4

DOWN

- 1 This will be coming to your inbox on November 1
- 2 One of the services offered at the Wellness Fair
- 3 One of this months featured employee discounts
- 5 Search for these on the state of texas vision website
- 7 Prescription drug provider
- 8 Earn these through wellness activities to redeem in the online shopping mall

We would like to recognize the following employees who were promoted or reclassified within the past few months.

ADAM T MIDDLETON

Promoted to Systems Support Specialist II from Non-Exempt Specialist, Office of Undergraduate Admissions

ANNA M MOCZYGEMBA

Promoted to Student Development Specialist II from Grant Specialist, University Seminar

BYRON C BRODE

Promoted to Corporal from Police Officer, University Police

CHRISTOPHER J HERMAN

Promoted to Administrative Assistant III from Administrative Assistant II, Department of Agriculture

ELIZABETH TERAN

Promoted to Head Custodian from Custodian, Campus Recreation

JACLYN M TIRRES

Promoted to Residency Specialist from Undergraduate Admissions Specialist, Office of Undergraduate Admissions

JENNIFER L MASSEY

Promoted to Financial Aid and Scholarship Program Specialist, from Financial Aid and Scholarship Advisor, Office of Financial Aid and Scholarships

JOHN B KERR

Promoted to Assistant Director, Financial Aid and Scholarships from Coordinator, Financial Aid and Scholarships, Office of Financial Aid and Scholarships

LAURA GONZALEZ

Promoted to Communication and Development Specialist from Human Resources Representative, Human Resources

MARGARET G GARRY

Promoted to Grant Senior Coordinator from Grant Specialist, University College

MATTHEW C WORTHINGTON

Promoted to Assistant Athletics Business Manager from Coordinator, Bobcat Club, Athletics Business Office

MAYRA MEJIA

Promoted to Coordinator, Student Publication from Administrative Assistant III, Student Publications

MICHAEL P O'MALLEY

Promoted to Dean, Education from Chair – Professor College of Education

MELISSA A OVERALL

Promoted to Administrative Assistant III from Budget Assistant, Office of University Marketing

MICHELLE P HAGEMAN

Promoted to Administrative Assistant III from Administrative Assistant II, Computer Science

NABILA R AIKAWA

Promoted to Sr Administrative Assistant from Administrative Assistant III, College of Liberal Arts

NORMA A BELMARES

Promoted to Coordinator, Financial Aid and Scholarships from Financial Aid and Scholarship Program Specialist, Office of Financial Aid and Scholarships

RAIDAH MURSHED

Promoted to Administrative Assistant III from Administrative II, Communication Disorders

STELLA LOPACHIN

Promoted to Administrative Assistant III from Administrative Assistant II, College of Liberal Arts

SUSAN S TAYLOR

Promoted to Sergeant from Corporal, University Police

IN THE SPOTLIGHT: MOVIN' ON UP

VANESSA A SALAZAR

Promoted to Manager, Communication and Development from Communication and OD Specialist, Human Resources

BENJAMIN W ROGERS

Reclassified to Assistant VP, ITAC from Director, Client Services, IT Assistance Center

DANA R WILLETT

Reclassified to AVP, Distance and Extended Learning from Director, Distance and Extended Learning, Office of Distance and Extended Learning

KARON S DEBACKER

Reclassified to Supervisor, Student Business Services from Supervisor, Cash Operations, Student Business Services and Bursars

LETICIA GAITAN

Reclassified to Accountant I from Accounting Clerk II, Student Business Services and Bursars

RITA F OGG

Reclassified to Sr Administrative Assistant from Administrative Assistant III, IT Assistance Center



FROM OUR HUMAN RESOURCES FAMILY TO YOURS

Happy Thanksgiving



TEXAS  STATE
HUMAN RESOURCES [®]

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