



# HR Bulletin

October 2016

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TEXAS  STATE  
HUMAN RESOURCES

We would love to hear from you! Please send us your suggestions to [hr@txstate.edu](mailto:hr@txstate.edu)

# Fair Labor Standards Act Changes for 2016

## WHAT'S CHANGING AND WHAT IT MEANS



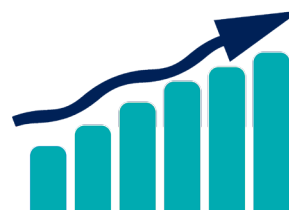
As announced in the March and May HR Bulletins, the Department of Labor (DOL) published the regulations for the Fair Labor Standards Act (FLSA) on May 18, 2016. The implementation deadline for Texas State University is no later than November 27, 2016. The following is a look at the current regulations versus the changes to come.

### WHAT IS FLSA?

The FLSA is a federal law which establishes minimum wage, overtime pay eligibility, recordkeeping, and child labor standards affecting full-time and part-time workers. The law requires employers to pay their employees overtime pay of time and a half the employee's regular rate of pay for all hours worked over 40 in a workweek. The FLSA establishes a minimum salary level in order to be exempt from overtime. Workers are classified as either exempt or non-exempt depending on their salary and the type of work they do.

### WHAT IS THE MAJOR CHANGE?

The major change in the federal law is an increase in the salary threshold of weekly earnings for full-time workers from \$455 to \$913. Additionally, the DOL will automatically update the salary minimum every three years, beginning in 2020.



### CURRENT FLSA OVERTIME REGULATIONS

The current salary minimum is \$23,660 per year (\$455 per week) in order to be exempt from earning overtime pay.

#### Who is exempt?

Employees who earn more than \$23,660 may be exempt if their primary job duties meet certain requirements, as defined in the regulations.\*

### NEW FLSA OVERTIME REGULATIONS

(Texas State implementation deadline: November 27, 2016)

The salary minimum is raised to \$47,476 per year (\$913 per week) in order to be exempt from earning overtime pay.

#### Who is exempt?

Employees who earn more than \$47,476 may be exempt if their primary job duties meet certain requirements, as defined in the regulations.\*

\* There are a small number of specific types of jobs and situations that may have a different threshold.

### WHAT DOES THIS MEAN?

Exempt employees who earn less than the newly set minimum salary (\$47,476/annually or \$913/week) must:

- be reclassified as non-exempt
- record and track all hours worked
- be paid overtime (time and a half) for time worked in excess of 40 hours/week.

Non-exempt employees must record all the hours that they work and are required to receive approval in advance before working any overtime hours. Failure to receive preapproval may result in disciplinary proceedings.

Supervisors are obligated to ensure that all working and leave hours for non-exempt staff are accurately recorded. Supervisors are also responsible for managing their departmental budgets to not exceed available funding.

### WHAT'S NEXT?

Texas State plans to implement these changes no later than November 27, 2016. The University is continuing to carefully assess and prepare for the impact of these changes in order to comply with federal law. As additional decisions are made, we will keep you informed.

If you have questions about this information, please contact Human Resources Compensation at [hr@txstate.edu](mailto:hr@txstate.edu) or 512.245.2557.

# 9<sup>th</sup> Annual

## EMPLOYEE WELLNESS FAIR

TUESDAY, OCTOBER 4, LBJSC  
10 a.m. - 3 p.m.

### Mark your calendars!

- Immunizations/Vaccines: Flu, Tdap, Meningitis\*
- Blood Pressure Check Stations
- Dental Health Information
- Hearing Screenings
- Vision Screenings
- Glucose Testing
- Impaired Driving Simulation Machine w/ UPD
- Child Bicycle Helmet Giveaway
- Door Prizes awarded for attendance
- Mammograms\*\*

\* Offered free with an employee ID and United Healthcare Card

\*\* Pre-registration required by calling 512.324.1199

*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.*

*Enter for a Chance to **WIN 2017 Schlitterbahn Tickets!** by bringing food donations for the Hays County Food Bank! We are also giving away **Grand Prizes of annual "Wellness Activity" memberships!***

No advance registration 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/employeeewellnessfair/wellness-fair-booths2016.html](http://www.txstate.edu/pdevelop/employeeewellnessfair/wellness-fair-booths2016.html)



# RESOURCES FAIR

Oct 26<sup>th</sup>

## 11 a.m. - 2 p.m.

A large, brown silhouette of a tree stands against a white background. Instead of natural foliage, the branches are filled with numerous colorful icons representing digital concepts. These include gears, lightbulbs, speech bubbles, musical notes, people silhouettes, Wi-Fi symbols, mail envelopes, and various electronic devices like laptops and smartphones. The overall theme is digital connectivity and information technology.

<ul style="list-style-type: none"><li>• AIM Facilities Work Request</li><li>• IT Security</li><li>• IT Assistance Center (ITAC)</li><li>• Faculty Hiring</li><li>• Staff Hiring</li><li>• Brochures/Logos</li><li>• Class Scheduling</li><li>• Sponsored Programs (Grants)</li><li>• HR Services</li><li>• Alkek Library</li></ul>	<ul style="list-style-type: none"><li>• Transportation/Parking Services</li><li>• Budget Development</li><li>• Waste Management and Recycling</li><li>• Environmental Health, Safety, and Risk Management</li><li>• Worker’s Compensation</li><li>• Moves and Events</li><li>• Grade Rosters</li><li>• Catering</li><li>• TRACS</li></ul>	<ul style="list-style-type: none"><li>• Mail/Print Services</li><li>• Procurement and Strategic Sourcing</li><li>• Central Receiving</li><li>• Travel</li><li>• Accounts Payable</li><li>• Payroll and Tax Compliance</li><li>• Insurance and Retirement</li><li>• Time Administration</li><li>• University Police</li><li>• Staff Council</li></ul>
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# We're Revamping our HR Website!

At the tail-end of last year, the HR Web Team held focus groups with our main users to determine how to best meet their needs. As a result, our entire HR website will undergo a significant overhaul to provide the tools and resources our users need in a more user-friendly and attractive way, while maintaining access to our functional areas.

The Communications team is consulting with the leads of each HR area to discuss needed changes regarding form and function in order to properly restructure and design their sites to provide more accessibility to their resources and information.



## What to expect:

Changes include updates to HR's main area sites (e.g., Employment, Benefits, Compensation, Employee Relations, Master Data Center, Work Life and Professional Development). You may have already noticed slight changes to our home page, Employment, Benefits, Work Life and other miscellaneous sites. New websites will be designed to meet the needs of our user groups (e.g., new employees, current employees, veterans and retirees.) Changes are made live as sites are completed. The overhaul is expected to be complete early 2017.

If you have any questions, please do not hesitate to contact Vanessa Salazar or Laura Gonzalez at 512.245.2557.

## Introducing our New Work Life Website!

We are very excited to launch our [new and improved website](#). Our new site has a renewed and innovative appearance with a user-friendly browsing experience appealing to all users. You'll notice improvements throughout the site with greater emphasis on our resources.

The launch of our new site coincides with the celebration of National Work and Family Month in October. During this month, take some extra time to explore our new website with the many resources available at Texas State to help you achieve a healthy Work Life balance.

Questions may be directed to [worklife@txstate.edu](mailto:worklife@txstate.edu) or call Rose Trevino, Work Life Coordinator, at 245-2557.



**Special Thanks:** We would like to thank Michael Edelstone from the Office of University Marketing and Rachel Canfield from the Educational Technology Center for their continued support and assistance with this revamp.

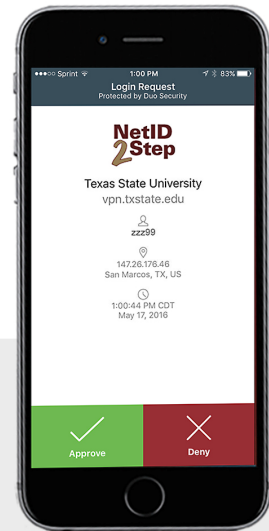
# It's time to set up NetID 2-Step!

## Beginning November 1, 2016

NetID 2-Step will be required to log into these online services:

**Online Toolkit**  
**Virtual Private Network (VPN)**

Secure and easy to use, NetID 2-Step offers an added layer of protection when accessing specific Texas State online services.



**ENROLL TODAY**

## 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.

### October 3 paycheck reminders:

- Merit increases effective September 1 are reflected on this check
- Benefit plan changes made during Summer 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 7.2% to 7.7%
- Changes spreading 9-month salary over 12 months are effective on this check

### 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.
- Gross pay for salary spread should be your 9-month salary divided by 12.

*You can access your itemized statement via Employee Self-Service in the [SAP Portal](#).*

## start early

Breakfast is a perfect time to enjoy the fruits and vegetables. **Begin the day with fresh fruit** alone or in oatmeal, add berries to plain yogurt, or incorporate a variety of fruits and vegetables into to a smoothie. Or, for a savory breakfast, mix chopped vegetables into an omelet or eat a fried egg over sautéed kale and onions. At our most recent breakfast-themed cooking class, we prepared a broccoli frittata that was a group favorite. Plus, recipes like frittatas can be made in larger quantities making them great for the whole family, or to have on later days to shorten prep time.

1

## don't forget about snacks

Rather than reaching for the candy jar or vending machine, **bring planned snacks to work**. Examples included hummus and sliced veggies such as carrots, a sliced orange, a bowl of mixed fruit, kale chips, or peanut butter with an apple. It takes a bit of planning on the weekend and just a few minutes each day to bring truly healthful foods to work.



## add more fruits & vegetables to your favorite recipes

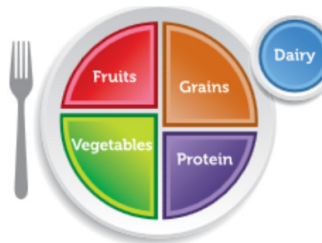
If you're struggling to meet your daily intake of fruits and vegetables, try **adding them to the recipes you already know and love**. Spice up spaghetti by adding mushrooms, onions, and zucchini, load up your pizza with spinach, basil, artichokes, mushrooms, and more, or if having dessert, try cutting your portion into a bite-sized piece and replacing the remainder with fruit.

3

# fruits and veggies for a healthier you



All successful strategies to eat a more healthful diet suggest loading up on fruits and vegetables. And it's no surprise - fruits and vegetables provide a wide array of nutrients important in disease prevention and replace less nutritious foods on the plate.



Choose **MyPlate.gov**

The Dietary Guidelines for Americans recommend making 50% of your plate fruits and vegetables, with approximately 2 cups of fruits and 2 ½ cups of vegetables per day for most adults. While this may seem daunting, making some simple changes in your diet can help make this a fun challenge that is easier than you think.



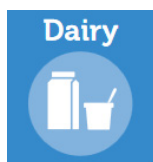
Fruits may be fresh, canned, frozen, or dried, or 100% juice. Make half your plate fruits and vegetables.



Include dark green, red, orange, beans and peas, starchy, and other varieties.



Eat more whole grains such as whole wheat, bulgur, oatmeal, whole cornmeal, and brown rice.



Choose fat-free or low-fat milk, yogurt and cheese.



Choose from a variety of meat, poultry, seafood, beans and peas, eggs, soy foods like tofu, nuts and seeds.

A great way to learn more tips and tricks to incorporating fruits and vegetables into your diet is to attend WellCats cooking classes and Lunch & Learns! They are designed to provide tools for improving your health all in a fun, community environment. Our upcoming October cooking class (Thursday 10/20 and Friday 10/21) will focus on learning how to modify some good 'ol Italian favorites. Dishes the whole family will love.

We would love to see you there!

  
The Texas State Employee Wellness Program

To improve your overall wellness, join WellCats today! Wellcats is Texas State's employee wellness program that was developed by faculty and staff for faculty and staff. For more information, contact Carolyn Swearingen at 5.8358 or [CC61@txstate.edu](mailto:CC61@txstate.edu) or visit

[www.worklife.txstate.edu/wellcats.html](http://www.worklife.txstate.edu/wellcats.html).



# Welcome

## New Employee Bobcats

*Join us in welcoming the following employees hired between  
August 8, 2016 and September 6, 2016.*

**Heather E Sherrill**

Transcript Evaluator  
Office of Undergraduate Admissions

**Cordell Spears**

Program Staff  
Counseling Center

**Jayne L McKenzie**

Administrative Assistant II  
Department of Housing & Residential  
Life

**Christopher J Herman**

Administrative Assistant II  
Academic Development

**Melissa A Cole**

Program Staff  
Counseling Center

**Arun Banotra**

Electronic Research Specialist  
Office of the Associate VP for  
Research

**Andrew M Henley**

Coordinator, Annual Giving  
Alumni Relations

**Mary E Buzzetta**

Program Staff  
Counseling Center

**Daniel C Zollars**

Facilities Maintenance Worker I  
Department of Housing & Residential  
Life

**Robert H Stejskal**

Custodian  
Campus Recreation

**Walter Ellis Horton Jr**

Associate VP, Research & Federal  
Relations  
Office of the Associate VP for  
Research

**Breanna C Henderson**

Undergraduate Admissions  
Counselor  
Office of Undergraduate Admissions

**Eduardo Cardenas**

Head Custodian  
Campus Recreation

**Kim M May**

Academic Advisor I  
College of Liberal Arts Advising  
Center

**Shawna R White**

Grant Specialist  
Small Business Development Center

Grant Specialist  
Tx School Safety Center

**Jacobs G Payne**

Athletics Intern  
Strahan

**Stephen A Ettmueller**

Guard  
University Police

**Alex J Muntefering**

Assistant Coach  
Track

**Priti Doshi**

Nurse Practitioner  
Student Health Center

**Dwight C McDonald**

Dispatcher  
University Police

**George L Payne III**

Athletics Ticket Sales Assistant  
Strutters/Ticket/Mktg/Cheer

**Holly J Rao Romo**

Nurse, LVN  
Student Health Center

**Annelisa H Gonzales**

Administrative Assistant I  
Department of Health & Human  
Performance

**Bryan A LeMeilleur**

Academic Advisor I  
Round Rock Campus





**Meagan A Hernandez**  
Administrative Assistant II  
Department of Accounting

**William K Hamilton**  
Assistant Dean, College of Business  
McCoy College of Business

**Anna B Neale**  
Coordinator, Testing Lab  
Testing, Research-Support

**Michael L Cavanagh**  
Academic Advisor I  
University College Advising Center

**Megan C Roche**  
Visual Resources Specialist  
School of Art and Design

**Angela E McHaney**  
Dispatcher  
University Police

**Anna D Trujillo**  
Accounting Clerk II  
Bookstore

**Leslie R Lindsay IV**  
Environmental Health & Safety  
Specialist  
Environmental Health, Safety & Risk  
Management

**James R Martin**  
Guard  
University Police

**Joshua L Kellogg**  
Athletics Intern  
Strength & Conditioning

**Monica M Cruz**  
Academic Advisor I

**Cody D Bays**  
Graphic Artist I  
Sports Information

**Randall Martinez**  
Grant Specialist  
ALERRT Center

**Science Engineering Academic  
Advising Center**

**Ethan M Grothues**  
Inventory Control Clerk  
Materials Management & Logistics

**Colleen B Hamman**  
Assistant Athletic Trainer  
Athletic Trainers

**Weston K Warner**  
Athletics Intern  
Bobcat Club

**Gary T Ray**  
Associate VP, Enrollment  
Management & Marketing  
Associate VP, Enrollment  
Management

**Geoffrey S Stratton**  
Programmer Analyst II  
Enterprise Systems

**Janet Beltran**  
Parking Services Officer  
Transportation Services



## NEW EMPLOYEE WELCOME (NEW) II

Friday, October 14, 2016

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

Bobcat Stadium - Football End Zone Complex

We remind all new staff employees hired during the past month that the second part of New Employee Welcome (NEW) will occur on Friday, October 14.

NEW is designed to provide useful information to new employees regarding the resources, benefits, and opportunities associated with employment at Texas State University.

NEW II, held on the second Friday of each month, is the second part of the required orientation program for all new Texas State staff hired during the past month.

Breakfast and lunch is served.

For more information, contact Professional Development at ext. 5.7899.



# 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.



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	<b>9th Annual Employee Wellness Fair</b>	<b>NEW</b> Understanding the University's Sponsored Program Policies	Providing Legendary Customer Service <b>NEW Health and Wellness Lunch and Learn Series: Managing Chronic Joint Disease</b>	Travel Policy and Procedures
3	4	5	6	7
(*) Outcomes Assessment Series: Implementing Assessment Plan	(*) Outcomes Assessment Series: Implementing Assessment Plan	(**) Teambuilding	Credit Card Acceptance at Texas State	New Employee Welcome (NEW) II
10	11	12	13	14
<b>NEW Health and Wellness Lunch and Learn Series: Healthy Eating for Joint Protection and Weight Loss</b>		(**) Teambuilding <b>*** Survival Spanish</b>	(**) Managing @ Texas State	<b>NEW</b> A Legal Primer for Texas State Administrators <b>*** Survival Spanish</b>
17	18	19	20	21
(*) <b>NEW</b> University Strategic Planning - 2017-2023 Planning Cycle	(*) <b>NEW</b> University Strategic Planning - 2017-2023 Planning Cycle <b>**** 7 habits of Highly Effective People</b>	College Mental Health II: I Want to Help, But How? <b>*** Survival Spanish</b>	(**) Managing @ Texas State	<b>*** Survival Spanish</b>
24	25	26	27	28

(\*) Workshop offered either dates.

(\*\*) Workshop is a two-part course.

(\*\*\*) Survival Spanish consists of 8 Wed & Fri sessions between October 19 - November 11

(\*\*\*\*) 7 Habits is a five-part course that are half-days

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.

- **Costco:** Shop for groceries, electronics and much more! Join Costco as a new member and enjoy coupons for free products and other great savings.
- **Diamondback:** Hit the road with a Diamondback bike! Diamondback designs and builds performance bicycles for riders at every level—save 40% on yours.
- **Wyndham:** Save up to 20% with Wyndham! From upscale hotels and all-inclusive resorts to something more cost-effective, Wyndham has the right hotel for you!
- **Volvo:** Save a full 6% on your next purchase or lease with Volvo! Skip the hassle of negotiating and pay the same discount price as Volvo employees.
- **Godiva:** Whether you're sending a gift to someone you love or looking to treat yourself, Godiva has the perfect gift for any occasion. Save 20%!



[www.beneplace.com/txstate](http://www.beneplace.com/txstate)

## HAVE YOU VISITED BOBCAT BALANCE LATELY?

Bobcat Balance is Texas State's Work Life Employee Assistance Program (EAP).

We're here to help you balance life's challenges so you can get back to celebrating your everyday successes.

More information is available in the following [brochure](#).

Call toll-free at 855.884.7224 or visit [www.worklife.txstate.edu](http://www.worklife.txstate.edu)

User name: **txstate** | Password: **txstate**

Visit Bobcat Balance today!



[www.worklife.txstate.edu](http://www.worklife.txstate.edu)





# MARIEL ALVAREZ

Administrative Assistant II,  
Dean of Students office

EMPLOYEE OF THE MONTH  
*September 2016*



*L-R: Dr. Margarita Arellano, Stacy Stokes-Batts,  
Mariel Alvarez, Ismael Amaya and Dr. Joanne Smith*

Mariel works with Texas State students who are given either community service hours and/or educational workshops to complete as part of sanctions received either from judges, probation officers or Student Justice. Mariel works with both on and off campus individuals to help coordinate community service opportunities for these students. Close to 600 students utilize the Alcohol and Drug Compliance Services (ADCS) office, with thousands of hours of community service completed each academic year. She exceeds in everything she does at ADCS, providing excellent service to students, parents and other conduct and community individuals by going above and beyond to assist with their individual needs. Mariel is also very meticulous and diligent, which is absolutely necessary as she often drafts and edits community service completion letters that are sent to judges, attorneys, probation officers and conduct officers. Among many other administrative duties, she also oversees the successful training and management of student workers who are part of the ADCS team.

Mariel is always extremely helpful when communicating with the many different individuals who contact ADCS each day. Mariel has the ability to put these students at ease and assist them in a respectful manner. In fact, most students come back and thank Mariel for her excellent customer service. Mariel also assists various departments with special events that are part of the community service program and has received positive feedback and appreciation from these collaborative relationships.

Many students will come in and ask to speak to Mariel because they trust her responses, work ethic, quality service and enjoy her positive attitude. She is not only a great worker and a positive reflection of Texas State, but works with an enthusiasm and energy that promotes excellence in her department.

*“most students come back and  
thank Mariel for her excellent  
customer service”*

***Congratulations, Mariel, on your dedication, professionalism and hard work!***







*Melissa Hyatt and Dr. Denise Trauth*

# employee of the year

## 2015-2016

*“The 2016 Employee of the Year has maintained a high level of commitment, professionalism, and knowledge in her duties in the Office of the University Registrar.”*

*Melissa Hyatt*  
Associate Registrar,  
Office of the University Registrar

Melissa was chosen from 12 employees of the month, who represent more than 2,350 staff employees at Texas State. Hyatt’s honor was announced Tuesday, August 9, by Texas State President Denise M. Trauth. As stated by President Trauth, “The 2016 Employee of the Year has maintained a high level of commitment, professionalism, and knowledge in her duties in the Office of the University Registrar.”

*cont. on next page.....*



*employee of the year cont.....*

Melissa supervises the University's Veterans Affairs department, a very important area that under her guidance has become one of the very few schools to go paperless. Melissa spearheaded this initiative, leading both on the necessary business process changes and the request and implementation of automated systems to support them. Registration and Grading also falls under her area of responsibility – another very busy area. Melissa is always alert for opportunities to improve and to streamline the work of her areas. Melissa also manages the Registrar's office IT team, and their document imaging efforts. This is another area of very high activity – both in volume of documents processed. In addition, she also manages the groups responsible for NCAA certification where she is driving the transition to a new software application that is expected to greatly reduce the groups workload, and improve the accuracy of NCAA-related data, and the degree audit application where she has overseen multiple upgrades, and has worked with advisors and University College, as well as IT, to champion adoption of new tools. Melissa oversaw the implementation of the Bobcat Scheduler application, which has provided a far better registration experience for students; feedback from students was extremely positive.

She also founded the Veterans Advisory Council when she recognized the need for a more collaborative effort to ensure the best possible service is provided to our veterans. The Council has been recognized by external groups and the State Auditors chose to use Texas State to create a benchmark. Melissa is contacted by other schools looking for advice on setting up their own

equivalent. Melissa also founded and continues to chair the inter-departmental Security Team meetings; she has made use of this group to implement many enhancements to the process of requesting access to our enterprise applications. It's important to note that despite her very heavy workload, long hours, and frequent contact with sometimes difficult members of the public, Melissa invariably remains cheerful and helpful, intent on providing the best possible service.

In addition to her already heavy responsibilities, Melissa has volunteered to serve on two additional committees. The first is the Student Information System Coordinating Council, which serves as the official information-disseminating and decision-making forum for matters related to our Student Information System environment. Melissa is a vital member of this group, both because of her wide knowledge of University business both in and outside her area of responsibility, and because of her ability and determination to look at the big picture and ensure that all aspects are taken into account. The other group is the new Data Governance Council, which has recently been created by UPPS as a Presidential Council tasked with ensuring the integrity of the University's data. Melissa is a founding permanent member of the Council, and was involved in the drafting of the UPPS. Melissa is also heavily involved with her peers at other schools, and a regular presenter at professional conferences such as TACRAO, SACRAO and Texas Connection Consortium (TCC). She is widely known and respected within the Higher Education community.

***Congratulations, Melissa, on your dedication and professionalism to Texas State!***





We would like to recognize the following employees who were promoted or reclassified between August 8, 2016 and September 6, 2016.

**Kathryn L Bonner**

Promoted to Sr Human Resources Analyst  
from Human Resources Analyst,  
Human Resources

**Ray L Wilson Jr.**

Promoted to Systems Analyst II  
from User Services Consultant I,  
Advancement Services

**Teresa A Duggins**

Promoted to Human Resources Analyst from Sr Human  
Resources Assistant  
Human Resources

**Rori P Sheffield**

Reclassified to Director, Teaching & Learning Enterprise  
Applications from Assistant Director, Educational  
Technology Center, Educational Technology Center

**Kevin M Huffaker**

Reclassified to Director, Learning Technology Research  
from Director, Classroom Technology,  
Classroom Technology

**Brian K Shanks**

Reclassified to Director, Learning Spaces  
from Associate Director, Instructional Technologies,  
Academic Lab/Server Support

**Laura Trial**

Reclassified to Director, Instructional Media from  
Assistant Director, Educational Technology Center,  
Educational Technology Center

**Roy J Elliot**

Reclassified to Administrative Librarian  
from Librarian,  
University Library

**James Frye**

Reclassified to Fire Marshal  
from Environmental Health & Safety Specialist  
Environmental Health, Safety & Risk Management

