



HR Bulletin

May 2017

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TEXAS STATE
HUMAN RESOURCES

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

RAFFLE

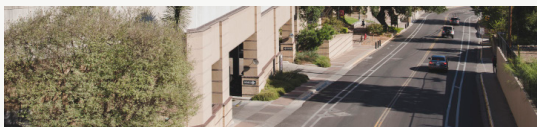
ENTER TO
WIN A

2017-2018

RED/RESTRICTED
PARKING PERMIT!

LAST CHANCE TO GET YOUR TICKETS!

TEXAS  STATE
STAFF COUNCIL



P
PARKING

1 ticket = \$5.⁰⁰
3 tickets = \$10.⁰⁰

Find a Staff Council member near you:

✉ staffcouncil@txstate.edu

www staffcouncil.txstate.edu

*This raffle is only open to Red Permit-eligible personnel.
Drawing will be held on May 9th.*



All proceeds of this raffle will go toward funding our awards
and scholarships.

Purchase your raffle ticket(s) by May 4th!



Summer Enrollment *Dates Announced!*

ERS has announced that our Summer
Insurance Enrollment period will be

June 26 – July 28

This is your opportunity to make
changes to your insurance coverage
without experiencing a qualifying life
event. Be on the lookout for more details
from ERS and Human Resources in the
coming weeks.

SAVE THE DATE

SUMMER ENROLLMENT FAIR

July 18, 2017
10 a.m. - 1 p.m.
JCK 1100

Representatives from insurance providers including HealthSelect, vision, and dental plans will be on hand to answer questions about the plans.

10:30 a.m. brief presentation

ERS and Blue Cross/Blue Shield of Texas will make a brief presentation to address the switch from United Healthcare to BCBS as the third party administrator for HealthSelect.

FACULTY

SALARY SPREAD REMINDER

Faculty members that are appointed nine months of the year may choose to spread their salary over 12 months. Changes to salary spread can only be made once a year – before the first day of fall classes.

If you want to enroll in salary spread or remove salary spread, simply turn in the request form to JCK 360 or send it to hr@txstate.edu prior to August 28, 2017.

Find the form here: [Salary Spread Election](#)

2017 SUMMER CAMPS

Summer Camps

Summer Camps are a wonderful experience for children of all ages and a great way to meet new friends, learn new skills, and have fun.

What Camps Are Available?

Several departments at Texas State University offer a variety of summer camps. Check out a few of the most recent additions!

Mathworks Math Camp



(Need-based scholarships are available!)

Autism Camp



Kid's Kollege of Art



You will find a listing of summer camp information for 2017 and contact information for each camp listed on the Work Life website at

www.hr.txstate.edu/worklife/familyfriendly/2017summercamps.html.



DEADLINE

PERFORMANCE MANAGEMENT ASSESSMENT

The deadline for managers and employees to complete the performance review process is approaching. The performance review is the last step in the performance cycle for June 2016 through May 2017. All performance reviews must be complete by **May 31, 2017**, in order for employees to be eligible for merit consideration.

In order to help you and your staff succeed in the review process, more resources are available in our [Tools and Resources website of Performance Management](#).

Open Labs are continuing through May. You can register online through the [SAP Portal](#) and click on the Training and Development tab. The labs are located in the Course Catalog under Organizational Excellence.

If you have any questions or are in need of more training, please call 5.2557 or write to performancemgmt@txstate.edu.

6 steps in the PERFORMANCE REVIEW PROCESS

MANAGER ADDS JOB DUTIES

EMPLOYEE SELF-ASSESSES

MANAGER PERFORMS ASSESSMENT

I:I MEETING

2ND LEVEL MANAGER REVIEWS

ACKNOWLEDGEMENTS

May 31



6 steps in the PERFORMANCE REVIEW PROCESS

1 MANAGER ADDS JOB DUTIES

- print or save the employee job duties selected in the employee performance plan and add the same job duties to the performance review
(keep in mind that this step is similar to step 1 of the performance planning process)
- job duties will then be sent to the employee to self- assess their performance

EMPLOYEE SELF-ASSESSES 2

- assess each goal, job duty, competency and behavior by selecting the appropriate rating
- send to manager for assessment

3 MANAGER PERFORMS ASSESSMENT

- remember to ask for feedback from employees' team members
- also consider badges or notes received in the system
- review the notes you made throughout the year

1:1 MEETING 4

This step is a sit down session between manager and employee to discuss the employee's performance review.

5 2ND LEVEL MANAGER REVIEWS

This step requires the 2nd level manager to review the employees' performance review and send back electronically to the employee.

ACKNOWLEDGEMENTS 6

- employee acknowledges and signs the performance review
- manager acknowledges and signs the performance review
- 2nd level manager acknowledges and signs the performance review

COMPLETE!





Tools and Resources

We've updated the [Tools and Resources](#) website of [Performance Management](#). This site provides resources for the three phases of the new Performance Management process.

To help you complete the review or assessment phase, many resources are available to help you through each step. We've even added some resources in Spanish!

www.hr.txstate.edu/performance-management/resources.html

Are you in SAP all day long?

NetID 2-Step's **Remember me for 9 hours** streamlines your workday

If your daily business tasks require you to be in the SAP Portal, SAP Business Client, or other NetID 2-Step services several times a day, the **Remember me for 9 hours** feature is just for you.

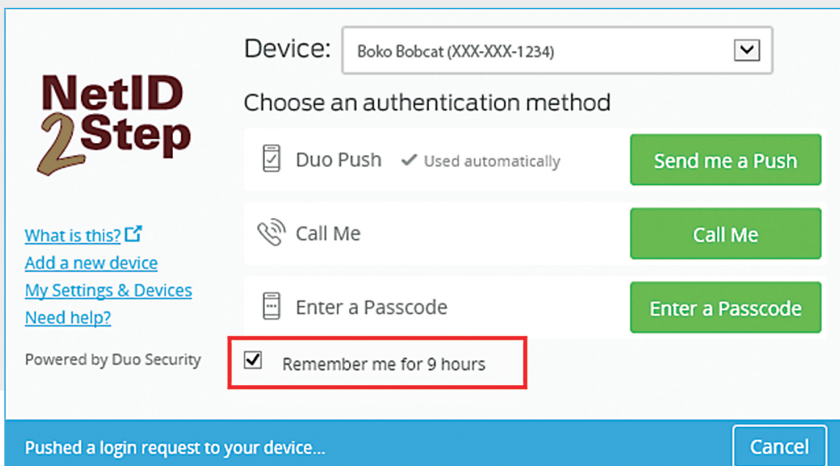
Here's how it works:

During log in, when you get to the NetID 2-Step screen, click the checkbox next to **Remember me for 9 hours**.

If you have automatic push or call turned on, cancel the login request, click the checkbox to remember you, and proceed with the push or call.

For the rest of your workday, you'll bypass the need to use NetID 2-Step in that web browser accessing that specific service. It's that simple!

LEARN MORE



NetID 2-Step

Device: Boko Bobcat (XXX-XXX-1234) ☐

Choose an authentication method

☒ Duo Push ☒ Used automatically

☐ Call Me

☐ Enter a Passcode

☒ Remember me for 9 hours

Powered by Duo Security

Pushed a login request to your device...





Let's Take a Walk

Effective Health Communication in Relationships

Contributing Author: Tricia Burke, Assistant Professor in Communication Studies

There are times when we see our family members and friends watching too much TV or eating pizza too often, and we want to encourage them to walk more or eat healthier. Although we might have good intentions, these suggestions aren't always welcome. So, what should we keep in mind about communicating health promotion messages to others?

There are positive messages that we can communicate verbally and nonverbally to encourage others to be healthier:

EXPRESSING POSITIVE EMOTIONS

"I love you and want you to be healthier"

STATING IMPORTANCE

"exercise will help you manage your BP; it's important for your health"

MAKING SUGGESTIONS

"check out this great recipe in this whole foods cookbook"

MODELING

"I am going for a walk after dinner; come with me"

PRAISE

"I love the salads you have been making"

When we communicate these positive messages to others, it makes them feel supported and promotes healthy behaviors and relationship quality.

On the other hand, some of us might choose more coercive messages, which are associated with less healthy, and sometimes even unhealthy, behaviors. If we don't want our efforts to backfire, we should limit the following messages:

- guilt induction ("You can eat that, but you'll feel bad about it later")
- expressing negative emotions ("I am angry about your unhealthy choices")
- invoking obligation ("You need to make changes for this family")
- telling/demanding ("You better exercise today")
- withdrawal ("I don't want to watch your unhealthy behaviors")

When it comes to health promotion, the most effective messages are those to which others will be receptive. So, it's important know your audience, and to communicate your support to them. We all need a little push to be healthier sometimes, but, as my mom says, "you can catch more flies with honey than vinegar."

Did you know?

Bobcat Balance offers additional resources to help employees and managers answer some commonly asked questions.



- [newsletter for supervisors](#)
- [newsletter for employees](#)
- [newsletter for employees \(en español\)](#)

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

www.hr.txstate.edu/worklife.html



NEW EMPLOYEE WELCOME

(NEW) II

Friday, May 12, 2017

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

JCK Room 460

We remind all new staff employees hired during the past month that the second part of New Employee Welcome (NEW) will occur on Friday, May 12.

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 employees hired during the past month. Breakfast and lunch are served. Please note the location change due to graduation activities.

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



Welcome

New Employee Bobcats

Join us in welcoming the following employees hired between March 6, 2017 and April 3, 2017.

Michael A Segura
Academic Advisor I
PACE Advising Center

Fergus B Emmett
Programmer Analyst I
Enterprise Systems

Christopher R Thompson
Coordinator, Athletics Events
Strahan

Eric J Mateos
Assistant Coach
Football

Nathaniel R Rodriguez
Child Care Teacher
Child Development Center

Jordan M Peterson
Assistant Coach
Football

Jeffrey A Jones
Athletics Intern
Bobcat Club

Rachel A Williams
Grant Specialist
Meadows Center for Water and the
Environment

Anita F Herrera
Nurse Practitioner
Student Health

Erin M Mazzei
Library Assistant IV
University Library

Nina B Wright
Grant Senior Coordinator
University College

Sam O Stock
Grant Specialist
ALERRT Center

Steven K Scott
Carpenter II
Department of Housing and
Residential Life

Sylvia T Gonzales
Grant Director, Non-Faculty
University College

Nicholas D Dunlap
Coordinator, Marketing and
Promotions
VP for Information Technology

Shaena Cannon
Accountant III
Accounting Office

Leah V Brown
Sr Human Resources Assistant
Human Resources

Christopher R Whitman
Parking Services Officer
Transportation Services

Nicholas M Schellman
Administrative Assistant II
Office of the University Registrar

Tamara R Corbier
Student Development Specialist II
Retention Management and Planning

Alexandra Smith
Sr Proposal Coordinator
Office of Sponsored Programs

Megan C Rockwood
Grant Specialist
Upward Bound

Chad M Jaso
Custodian
Student Center

Kaitlin K Davis
Administrative Assistant II
University Library

Mayra Mejia
Administrative Assistant II
Procurement and Strategic Sourcing

Isabel V Ray
Publications Writer
Office of University Marketing

Carolina A Benavides
Grant Senior Secretary
Upward Bound

Paul Ackerley
Executive Assistant
VP for University Advancement

Isabella M Key
Graduate Research Assistant
Curriculum and Instruction



May 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
	SAP Chart of Accounts- Establishing New Accounts	NEW Financial Education Lunch & Learn Series	NEW Manage Conflict and Confrontation	NEW Health and Wellness Lunch & Learn Series: Supplements
1	2	3	4	5
	All About Employment Social Media at Texas State			New Employee Welcome (NEW) II
8	9	10	11	12
	**Teambuilding			
15	16	17	18	19
	**Teambuilding			
22	23	24	25	26
				
29	30			

(*) Workshop offered either dates.

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

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.

- **Dell:** Save on Dell electronics with your exclusive employee discount! You'll find laptops, desktops, 2-in-1s, home theater systems and more.
- **SunPower:** Solar power is one of the wisest investments you can make today. Sign up for a free home evaluation and get a rebate of up to \$1,000 with SunPower.
- **Advance Auto Parts:** With Advance Auto Parts, save on parts and accessories that keep your ride running right! Enjoy 20% off with your exclusive employee discount.
- **From You Flowers:** Save 25% on all flowers and gifts with From You Flowers, where elegance and flawless delivery are top priority and arrangements are hand-delivered.
- **Volvo:** Enjoy exclusive pricing on your next purchase or lease with Volvo! Skip the hassle of negotiating and save a full 6%.

www.beneplace.com/txstate



MICHELE WEAVER

Testing Lab Supervisor,
Testing, Research-Support and
Evaluation Center (TREC)

EMPLOYEE OF THE MONTH
April 2017



Michele Weaver and Dr. Gene Bourgeois

Michele coordinates the academic testing for students with disabilities and is an invaluable employee. TREC is one of Texas State's most complex offices because of matters of security and compliance. In a position which supports testing for students referred by the Office of Disability Services (OSD), Michele is conscientious, cooperative and unusually careful in coordinating between her student clients and faculty.

She is personally committed to insuring that the needs of the students are balanced with the concerns of the faculty, insuring rigid adherence to the accommodations provided to the students and simultaneously insuring that the tests are handled securely and are carefully administered so that both sets of clients are pleased with the result.

Michele interacts effectively with the faculty and academic departments to insure that examinations are returned promptly. She has also exhibited a professional interest in the American with Disabilities Act, and works closely with her director to review and make sure that Texas State's practices and policies are compliant, clear, efficient and consistently implemented.

Michele attends national conferences where issues related to the implementation of the American with Disabilities Act are carefully and clearly delineated. She assumes the responsibilities of the director when needed, maintaining regular contact with her superiors.

Michele is hard-working, courteous, and innovative. These traits have minimized concerns and complaints from both faculty and students.

Congratulations, Michele, on your dedication, professionalism and hard work!

2017-2018

Staff Council Scholarship Recipients

The Texas State Staff Council is pleased to announce our 2017-2018 Staff Council recipients. Ms. Patricia Clarke, University Registrar's Office is the recipient of the Undergraduate Scholarship and Mr. Gerardo Altamirano, Office of Disability Services is the recipient of the Graduate Scholarship. Congratulations!

Learn more about Staff Council Scholarships and Awards [here](#).

*Your voice
for a better
U*



Ms. Patricia Clarke

Undergraduate Scholarship



Mr. Gerardo Altamirano

Graduate Scholarship

We would like to recognize the following employees who were promoted or reclassified between March 6, 2017 and April 3, 2017.

Marcia K Foulk

Promoted to Accountant III
from Accountant II,
Accounting Office

Cheryl M Howe

Promoted to Administrative Assistant III
from Administrative Assistant II,
International Studies Program

Michael E Gantt

Promoted to Head Air Condition Mechanic
from Air Condition Mechanic II,
Facilities Operations

Charles K Wattinger

Promoted to Construction Manager
from Construction Contract Administrator,
Facilities Planning Design

Blain A Hefner

Reclassified to Graphic Artist II
from Graphic Artist I,
Office of University Marketing



TEXAS  STATE[®]
HUMAN RESOURCES

