

HR Bulletin

July

HR

2020



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WHAT'S IN VIEW

3 New Faculty Orientation

4 Fall Paid Class Release Time Opportunity

HIGHLIGHTS

5 Workplace Modifications Form

6 BPC Moving to Canvas!

8 Bobcat Balance Services

9 Parking Permit Separation Form

10 Summer Enrollment Is Here!

EMPLOYEE FOCUS

11 Welcome, New Employees!

13 Bobcats on the Move

14 July Course Offerings

15 Employee Discounts

IN THE SPOTLIGHT

16 Employee of the Month

18 Bobcats Connect: HR Crossword Puzzle

The HR Bulletin keeps you informed on HR topics and news pertaining to Texas State. We would love to hear from you! Please send your suggestions to hr@txstate.edu

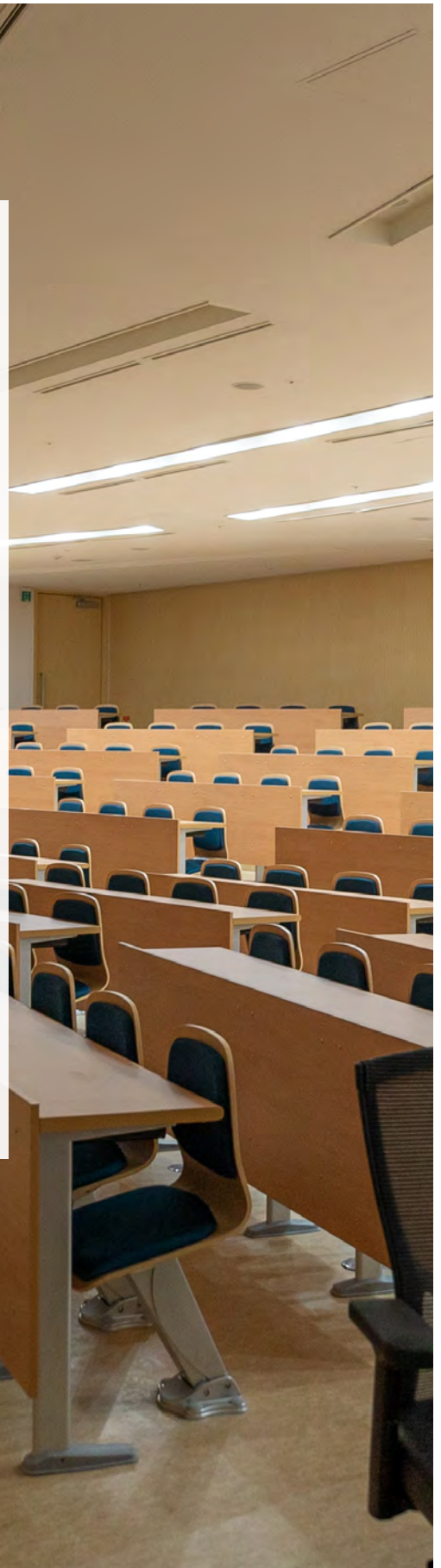


New Faculty Orientation

Faculty Development will be hosting New Faculty Orientation on Tuesday, August 18, 2020.

All new benefits-eligible faculty members should attend this session. This year, due to social distancing, NFO will be conducted virtually via Zoom.

Information for new faculty members, including registration information, can be found on the [Faculty Development Website](#). Questions about the orientation or registration process should be sent to [Faculty Development](#).



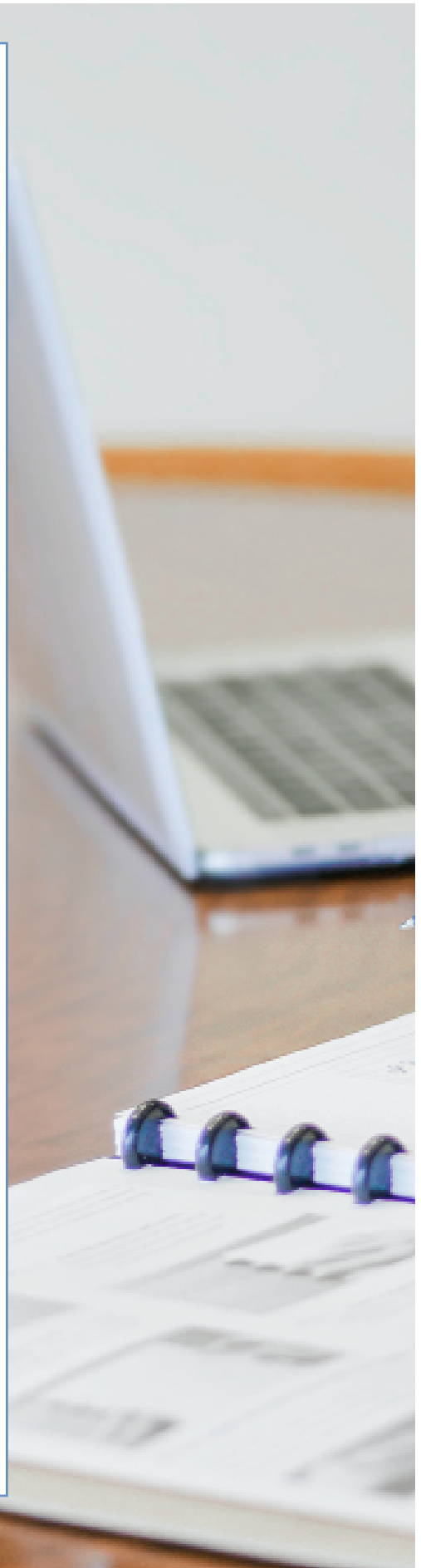
Fall 2020 Paid Class Release Time!

[UPPS 04.04.35: Professional Development and Educational Opportunities](#) outlines how employees can receive paid class release time by submitting the Academic Release and Tuition Support Form each semester.

Employees enrolled in courses for Fall 2020 must complete the Academic Release and Tuition Support form by September 9, the 12th class day for this fall semester.

If employees wish to opt-out of the fee and designated tuition waivers, they must still complete the Academic Release and Tuition Support form or email [Student Business Services](#) by the 12th class day (September 9) for this fall semester.

Contact [Organizational Development & Communications](#) in Human Resources with questions at 5.7899.





Workplace Modifications Form

As part of the institutional response to the COVID-19 pandemic, Texas State University is committed to supporting our students and employees who are in higher health risk categories. The University has implemented significant proactive measures to help safeguard the health and safety of our students and employees while remaining committed to considering additional modifications on a case-by-case basis.

If you are in a higher risk group and want to request a modification related to COVID-19, please visit the [COVID-19 Workplace Modification website](#) and complete the appropriate request form.

For more information, please contact ADA Coordinator [Fernando Rojas](#).

BUSINESS PROCESSES CERTIFICATE PROGRAM IS MOVING TO CANVAS!

The OD & Communications team soft launched the [Business Processes Certificate \(BPC\) Program](#) in January 2020. This program is designed to help employees learn the ins and outs of various business functions and processes at Texas State. The BPC program includes five individual tracks: Essentials, Budget, Purchasing, Human Resources, and Research Grants. Each track is specific to unique University business functions. If you are looking to gain valuable insight into various business procedures, applications, and policies, we invite you to sign up for the track or tracks that are right for you.



WHAT CHANGED?

Keeping accessibility and user-friendliness in mind, we created a project site within Canvas that will better guide learners through the BPC program and provide them with a better learning experience. Canvas allows participants to monitor their progress, ask questions, and streamline learning into one easy-to-access site.

HOW IT WORKS

Registration is still through the [Business Processes Certificate Program website](#). Our team will then add participants to the Canvas project site and monitor their progress. Upon registration, you have one year to complete your chosen track. (Please note that completion of any courses within your chosen track within the last 365 days will count as credit toward your certificate.) Participants will also be required to complete a brief assessment at the conclusion of their chosen track. These questions have been compiled from each course and will also help guide track re-certification in the future. Upon completion of each course within a track, you will complete an assessment and then a member of our team will provide you with your certificate and course credit within SAP.

WHY THE CHANGE?

One major goal of this project was to make BPC content more accessible to all employees across both campuses. As such, this new approach is intended to provide learners with a more digital format for learning to facilitate anytime learning. Based on feedback, we found that participants would benefit from having all course and track information located in one easy-to-access site rather than linking to different websites and courses within SAP. Since SAP still holds a lot of web-based courses, we have also provided learners with more clear directions on accessing those courses. Further, this new direction embraces the on-campus resources at our disposal for employee learning.

WHAT TRACKS SHOULD YOU SIGN UP FOR?

We encourage participants to sign up for the track(s) that are beneficial to them in their current roles or area of interest. Each of the five tracks is designed to help you increase your professional knowledge and work effectiveness by learning about Texas State's business processes.

Questions? Contact [Organizational Development & Communications](#) for more information.

Bobcat Balance is Here for You!

Are you feeling anxious, fearful, or stressed? [Bobcat Balance](#) can help.

Bobcat Balance is your Employee Assistance Program (EAP) and offers emotional support through confidential counseling services with a licensed mental health professional.

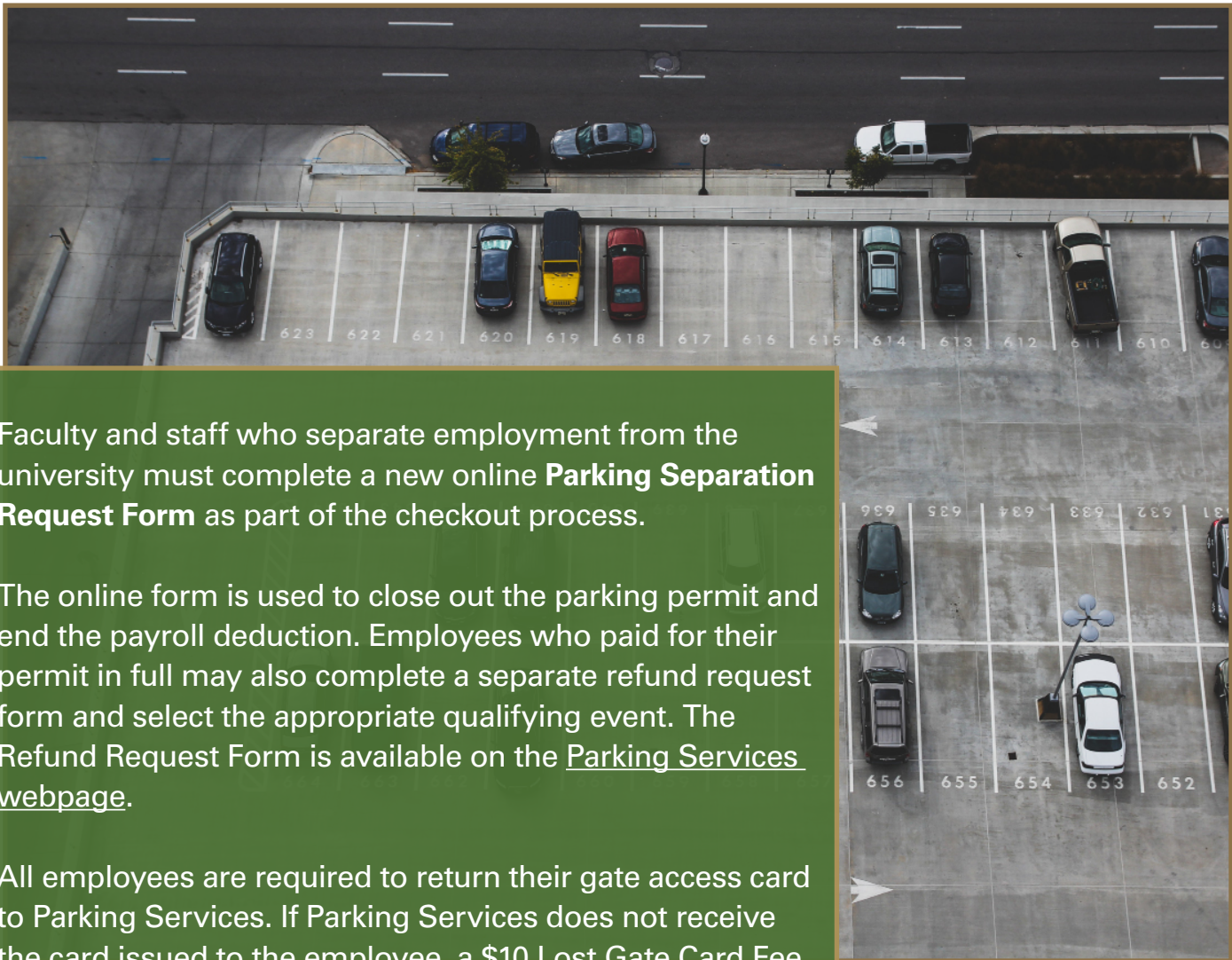
All faculty, staff, and graduate student employees in benefits-eligible positions, along with members of their households, are eligible to use the program. Each person may receive up to five free counseling sessions. Telephone and video counseling are presently being offered.

Reach out and let Bobcat Balance help you during this stressful time. To access the counseling services, call Bobcat Balance at 855.884.7224.

For additional information and resources to offer emotional support and manage stress, visit the [Bobcat Balance website](#).



New Parking Permit Separation Request Form



Faculty and staff who separate employment from the university must complete a new online **Parking Separation Request Form** as part of the checkout process.

The online form is used to close out the parking permit and end the payroll deduction. Employees who paid for their permit in full may also complete a separate refund request form and select the appropriate qualifying event. The Refund Request Form is available on the [Parking Services webpage](#).

All employees are required to return their gate access card to Parking Services. If Parking Services does not receive the card issued to the employee, a \$10 Lost Gate Card Fee will be assessed per card.

If the employee is officially retiring from Texas State, the request form will be used to convert their permit to a retiree permit provided at no charge as a perk for retirees. Retirees may also keep their gate access card.

More details are available on the [Parking Services website](#).

Questions? Contact [Parking Services](#) at 5.2887.

Summer Enrollment Is Here!

This is your chance to make changes to your benefits without experiencing a qualifying life event. Summer Enrollment ends **Friday, July 24** at 7 p.m.!

Good news – no big changes this year! No new plans and most rates stayed the same (health insurance rates dropped slightly in some cases). ERS mailed out packets to your home address in early June. If you did not receive yours, log in to your ERS account and check your address to make sure it is correct.

If you don't need to make any changes, you don't have to take any action. If you do want to make changes, log in to your [ERS account](#) during the Summer Enrollment window. Visit our [Summer Enrollment page](#) for more information.

Contact the [Benefits Office](#) in Human Resources for more information!



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](#).

N.E.W. II

Friday, July 10, 2020

In accordance with CDC guidelines of social distancing, monthly N.E.W. II sessions will be held virtually via Zoom from 8:30 – 10:30 a.m. Visit our [updated N.E.W. II website](#) for more information.

Contact the Office of Human Resources with questions at hr_odc@txstate.edu or call 5.7899.

Join us in welcoming our new employee Bobcats!

Employees hired between May 1 – May 31

ANDREA ALEXIS GUNN
Grant Specialist
Student Support Services

ANDREW J. COX
School Safety Readiness
Specialist
Texas School Safety Center

ANN ELISABETH EVERETT
Senior Administrative Assistant
Honors College

BOBBY JOE MASON
AVP, Institutional Compliance,
Chief Compliance Officer
VP for University Administration

CHRISTOPHER T. SANCHEZ
Police Officer
University Police

ETHAN YIH-FAN CHOU
Staff Attorney
Dean of Students

FRANCISCO RODRIGUEZ
Lieutenant
University Police

JAMIE LEE LEONARD
Financial Aid & Scholarships
Program Specialist
Office of Financial Aid and
Scholarships

JESSICA MARIE WILLIAMS
Administrative Librarian
University Libraries

KRISTIN LANE HALL
Assistant NCAA Certification Officer
Athletic Certification

LAURA MAE JONES
Assistant Director, Career Services
Career Services

MATTHEW THOMAS COLLINS
School Safety Readiness Specialist
Texas School Safety Center

MATTHEW ALAN ROBERTS
Laboratory Services Technician
Ingram School of Engineering

RACHEL ELIZABETH ZUMMO
Grant Coordinator
Texas Justice Court Training Center

SYDNEY ERIN BROWN
Grant Specialist
Texas School Safety Center



Welcome, New Employee
Bobcats!

BOBCATS ON THE MOVE

Congratulations to the following employees who were promoted or reclassified.

Employees promoted or reclassified between May 1 - May 31

COREY JOSEPH WEBER

Promoted to Coordinator, Microcomputer
Lab II
from Systems Support Specialist I,
English

STACY RIVAS ORONA

Promoted to Coordinator, Academic Affairs
from Accountant III,
Associate VP, Academic Affairs

JANEY VALDEZ

Promoted to Undergraduate Admissions
Specialist
from Data Entry Operator,
Office of Undergraduate Admissions

MICHELLE MONIQUE SOTOLONGO

Reclassified to Student Development
Specialist II
from Student Development Specialist I,
Honors College

JULY

course offerings

The featured courses are coordinated through Organizational Development & Communications. Registration is available through the [SAP Portal](#). Please visit the [OD & Communications Course Calendar](#) for further information.



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1	2	3
6	7	Understanding International Student Needs	Supporting Transgender/ Non-Binary People in Higher Education Settings	10
13	14	15	16	17
20	For The Record: What You Really Need to Know About Records Management	For The Record: What You Really Need to Know About Records Management	23	24
27	28	29	30	31

[GED PROGRAM](#) | Suspended Until Further Notice



Texas State Employee

DISCOUNT PROGRAM

The [Texas State University Employee Discount Program](#) is the exclusive discount marketplace for you and your fellow employees. Thank you so much for all your hard work and continued support!

HelloFresh | HelloFresh is offering \$70 off your first four boxes, which includes free shipping on your first box!

ReadyRefresh | When you sign-up for recurring deliveries, your first three deliveries will include 30% off savings, free shipping, and a bonus case of bottled regional spring water.

Home Depot | Home Depot has a wide selection of grills for every space and every budget. Find discounts on all grill types — just in time to celebrate the summer holiday.



EMPLOYEE OF THE MONTH | JUNE 2020

Kelsie Crumpton

Administrative Assistant III, Materials Science, Engineering, & Commercialization

Ms. Kelsie Crumpton, Administrative Assistant III, Materials Science, Engineering and Commercialization (MSEC), was selected as the Texas State Employee of the Month for June 2020.

Ms. Crumpton has been the Administrative Assistant III for MSEC Program since 2017. In addition to the day-to-day office duties, Kelsie is responsible for the administrative tasks in the MSEC Doctoral Program which include admissions, schedule of classes, hiring, and monitoring dissertation progress. MSEC is a diverse, multi-discipline program which requires her to work with other department's

faculty and staff. She does so graciously, putting MSEC students' interests first. About a year ago the program received an NSF I-Corps grant which provides resources for teams who are working on business concepts in the science, technology, engineering, and mathematics (STEM) fields. Kelsie created internal policies and procedures to ensure resources are being used properly.

Kelsie also provides administrative support for the Shared Research Operations Office (SRO). She understands the importance of research within the university and works closely with lab technicians to purchase

supplies and equipment needed to keep the Research Service Centers running. Her work is accurate and always done in a timely manner which is crucial when project deadlines are approaching. This past summer the Physics department was short-staffed and one of their professors needed help placing orders for multiple research projects. Kelsie took over purchases without hesitation and was asked to serve as a committee member when they were ready to hire a new administrative assistant.

Kelsie also arranges all the travel for speakers who come from out of town or out of state, she organizes their biography and abstract for their talk, she prepares a weekly flyer and distributes it to all MSEC students and faculty, she orders guest parking permits or provides a validated garage parking ticket, she arranges for coffee, water and snacks during their talk, she ensures that presentations are loaded onto the room's computer and projector system, and she processes all reimbursements for lunch with the speakers.

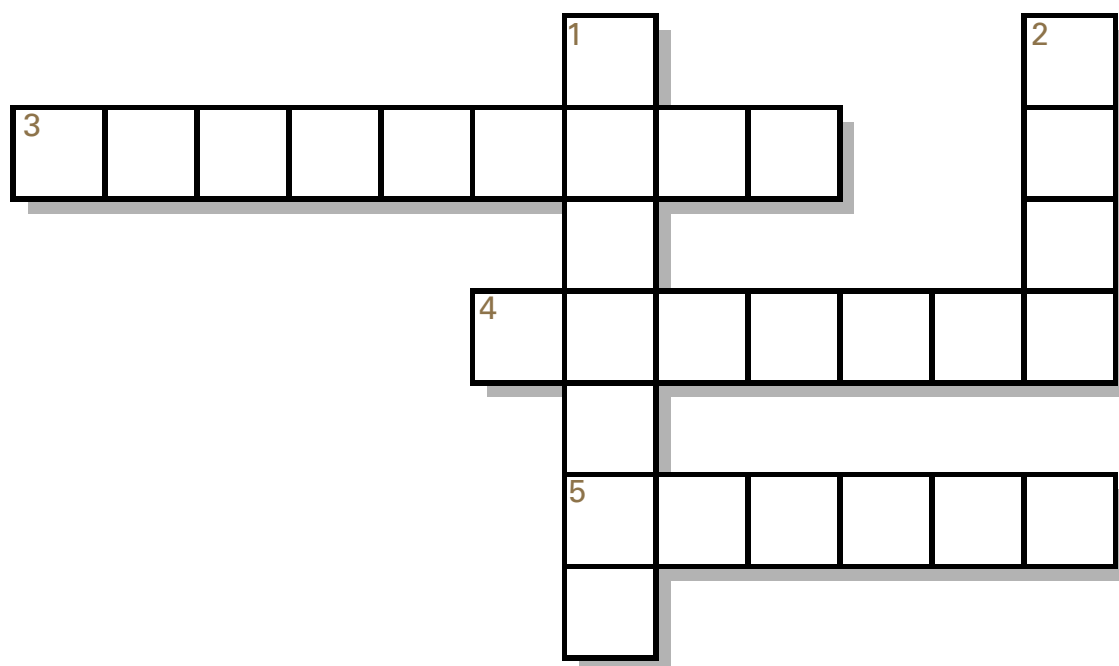
Kelsie does it all with a positive attitude and professionalism that reflects incredibly well on the University and its academic and research programs.

“Her work is
accurate and
always done in a
timely manner”

Congratulations, Kelsie, on being recognized as the June 2020 Employee of the month!

HR Crossword Puzzle

Our first priority is the safety and well-being of our Bobcat community. Due to the COVID-19 Pandemic, prizes will not be given out at this time. Thank you for understanding. Readers are still invited to have some fun completing our **HR crossword puzzle**!



DOWN

1 Bobcat ____ offers emotional support through confidential counseling services.

2 Summer Enrollment ends on ____ 24 at 7 p.m.!

ACROSS

3 June's employee of the month is an Administrative Assistant for the department of ____ science, Engineering, and Commercialization

4 New ____ Orientation will be held virtually via Zoom on August 19, 2020.

5 The Business Processes Certificate Program is moving to ____ to create a more user-friendly learning experience.



Photo by Jeremy Thomas



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