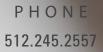


Apr.



2019



E M A I L hr@txstate.edu

LOCATION
JCK 340



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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 hr@txstate.edu



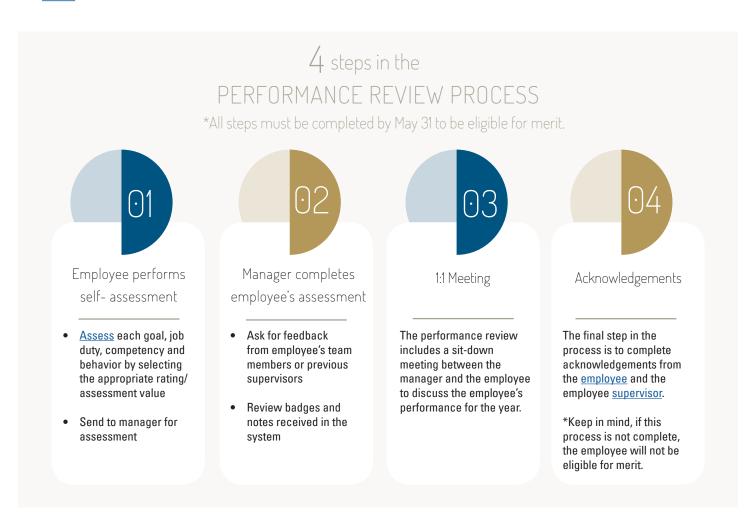
PERFORMANCE REVIEW: SELF-ASSESSMENTS NOW OPEN

The performance review process kicks off April 1. Employees can then access and complete their online self-assessments in Performance Management/SAP SuccessFactors, using either the link in the Document Creation Notice sent via email by SAP or by accessing the <u>Performance Management website</u>.

RESOURCES

The self-evaluation is your opportunity to rate your performance for the past year and to prepare for your upcoming performance review with your supervisor. Here are some resources that may be helpful when writing your evaluation:

- Employee Self-Assessment User Guide
- Performance Management Tools and Resources
 - Features, such as: Writing Assistant
 - Quick Guides, such as: Behaviors and Competencies
- FAQs



If you have any questions or need training, please call 5.2557 or email performancemgmt@txstate.edu.



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 can be considered worktime with supervisor approval



HR.TXSTATE.EDU/RETIREE/FINANCIALRETIREMENTFAIR

If you require accommodations due to a disability in order to participate, please contact 5.7899 at least 72 hours in advance of the event.

One blood donation can save up to three lives

TEXAS STATE BLOOD DRIVE

JCK 1100 Thursday, April 11, 2019 8:30 a.m. - 3:30 p.m.

Register: www.weareblood.org

Learn more on the Professional Development Blood Drive website.





HUMAN RESOURCES

COME **FOR** COFFEE

Join us for coffee and meet your HR team!

WEDNESDAY, APRIL 17 9 A.M. - 11 A.M. **JCK 1100**



For more information, contact <u>hr@txstate.edu</u> or 5.2557.

If you require accommodations due to a disability in order to participate, please contact 5.7899 at least 72 hours in advance of the event.



CENTRAL TEXAS MEDICAL CENTER HEALTHCHECKS

Central Texas Medical Center (CTMC) will be hosting their 33rd Annual HealthCheck Screening & Fair on Tuesday, April 23. The event is open to everyone in the community, and all are welcome to attend. Take advantage of a full day of great services and healthy living choices.

Walk-in registration and blood draws will be available the day of the fair from 7:00 a.m.-10:00 a.m. (must be fasting for at least 8 hours).

For more information visit the <u>CTMC CREATION</u>
HealthCheck website.

Central Texas Medical Center (CTMC)
33rd Annual HealthCheck Screening & Fair

Tuesday, April 23
7:00 a.m. to 3:00 p.m.
Embassy Suites Conference Center in
San Marcos



"PRE-PAY" YOUR SUMMER INSURANCE PREMIUMS

FOR 9-MONTH FACULTY, STAFF AND GRADUATE STUDENTS



Who is eligible?

Faculty, staff, and graduate students scheduled to return in the fall but not expecting to receive a paycheck each month this summer may elect to have their insurance premiums payroll deducted in advance on their June 3 paycheck.

What are advantages of prepay?

Since premiums are payroll deducted, the amount will be tax sheltered.

It is convenient - just complete the authorization form, and we will take care of the rest.

How do I sign up?

Look for a memo sent to you directly by e-mail in April. Complete the <u>authorization form</u>
<u>online</u> or use the attached paper form and return it to HR Benefits in JCK 360.

Questions?

If you have questions about the status of your insurance coverage during the summer, please contact <u>Heather Houston</u> in HR Benefits, call us at 5.2557 or come by JCK 360.

HealthSelect Corner

Understanding Your Medical Care Options

Knowing where to go in a medical situation is important. Understanding the best places to go for your medical treatment can make a big difference in how much you pay. Use the chart below as a guide to help you navigate:

Options for Care

\$ = Least expensive option

\$\$\$\$\$ = Most Expensive option

Virtual Visits - \$0 Copay

Use virtual visits as a convenient way to treat non-emergency care such as colds, headaches, sore throats, allergies, bladder infections or more.

Doctor's Office \$

Visit your Primary Care Doctor for non-emergency care such as health exams, routine shots, colds, and more. Your Primary Care Doctor will refer you to a specialist if needed.

Retail Health Clinic \$\$

Visit retail health clinics for non-emergency procedures that you would normally visit your Primary Care Doctor to treat. These facilities are typically located within stores and pharmacies and provide a convenient walk-in alternative.

Urgent Care Provider \$\$\$

Use Urgent Care clinics for immediate, non-emergency care such as stitches or x-rays. These are often used when your need is immediate, and your doctor's office is closed or unavailable.

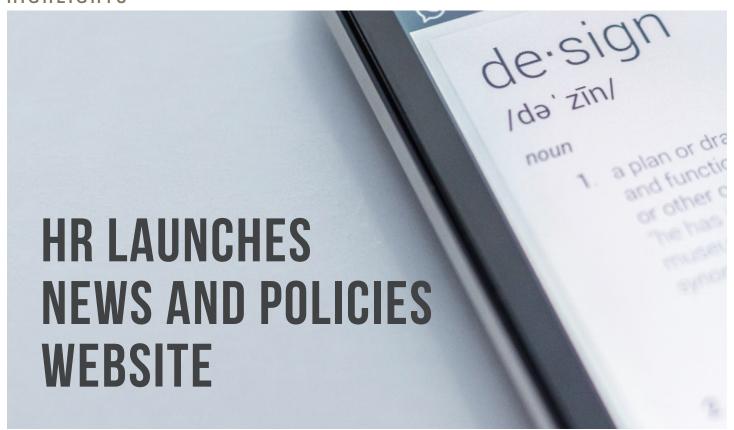
Hospital Emergency Room \$\$\$\$

Any life-threatening or disabling health issue is a true emergency; visit the nearest hospital or call 9-1-1. You will typically receive multiple bills for services from the hospital facility, all providers, and laboratory services. Using an emergency room for non-emergency services is very costly!

Freestanding Emergency Room \$\$\$\$\$\$

Most of these facilities are non-network so your share of the bill will be much higher. You will know these types of facilities because they will have an Emergency Room or ER sign, but will not be attached to a hospital. They are often confused with urgent care centers or small hospitals.





Visitors to the HR website can now read current and previous HR news, alongside relevant policies and definitions of HR terms - all in a single view.

Located under the About Us tab, the <u>News and Policies</u> website was created to help employees more easily find HR updates and policies that are relevant to them.

The site will be regularly updated with new content, as it's available. To the right you will find a list of archives and resources that will be housed on the News and Policies website.

Our goal in website launches and revamps is to enhance the user experience so please send any comments or questions to hr@txstate.edu.

ARCHIVE & RESOURCES

The below archives and resources can be found on the News and Policies website:

- Bulletin view current and previous editions of HR Bulletin, dating back to 2015
- HR Emails search our HR
 email archive to find previous
 announcements and updates from
 FY 19 and FY 18 related to HR
 information, services and policies.
- HR Glossary of Terms find definitions for common HR terms
- HR Policies see catalog of most frequently used UPPS that relate to HR information, services, or processes



Staff Educational Development Program Fall 2019 Deadline I June 15

The Staff Educational Development Program provides an opportunity for one full-time staff member per semester in each cabinet member¹s area to receive special support for degree work. The name of your recipient for the Fall 2019 semester is due to Human Resources by June 15.

Refer to <u>UPPS 04.04.35 Professional Development</u> and <u>Educational Opportunities</u> for details regarding eligibility and application procedures. The revised application is attached to the UPPS.

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.

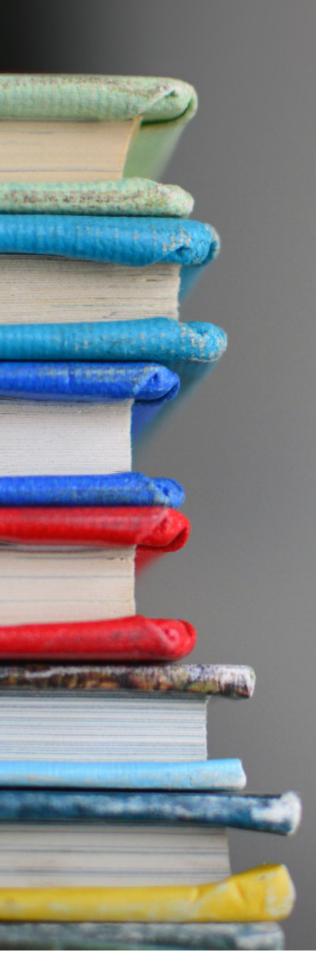
You may contact Professional Development at 5.7899 if you have any questions.

GFD 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: Apr. 16, 9 a.m. Assessment: Apr. 18, 9 a.m. Location: San Marcos Public Library

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



APRIL workshops

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



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	The 5 Choices to Extraordinary Productivity®	3	Getting Started with Marketing	5
8	9	2019 Financial Planning & Retirement Fair Workshops WellCats Educational Series: Nutrition 101 10	11	12
15	For the Record: What You Really Need to Know About Records Management	17	Basic Social Media at Texas State	19
22	Transition from Service to School *Communicating Progress: Developing & Documenting Evidence of Student Improvement 23	24	Responding to Sexual Misconduct on Campus *Communicating Progress: Developing & Documenting Evidence of Student Improvement 25	Mental Health First Aid Training
29	More Than Just a Grant: Exploring Texas State's Status as an HSI and Using HSI Resources to Serve Hispanic/Latinx Students 30			

^{*}Three session times offered

Please visit Professional Development's workshop website for further information.





Texas State Employee DISCOUNT PROGRAM

Start spring with savings! To stay up to date on new ways to save, check out this month's featured offers from the <u>Texas</u>

<u>State Employee Discount Program</u>. Highlights include:

Budget Rent a Car | The road is calling. Use Budget Rent a Car for an easy rental experience and great coupon offers.

Dell | Through Dell's Employee Purchase Program, you have access to significant savings on a full line of new computer systems. You can save up to 10% or 30% on a range of consumer products.

MetLife | Get a reduced auto-insurance quote in just two minutes with MetLife Quick Quote. Customers save an average of \$500 when they switch.

RealEstate Connect | Buying or selling a home? Save hundreds or even thousands of dollars with the RealEstate Connect program.

Wyndham Hotel Group | You can save up to 20% at nearly 8,000 hotels with the Wyndham Hotel Group. With locations around the world, Wyndham has the right hotel for you.

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, APRIL 12, 2019

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

EndZone Complex - Warren Room

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

Join us in welcoming our new employee Bobcats!

ALAINA SHAUNA ARCHER

Administrative Assistant II School of Art and Design

AMBER ELAINE CANTU

Administrative Assistant II
Office of Disability Services

BRIANA NICOLE YOUNG

Guard University Police

CFLINA M. BLFY

Grant Senior Coordinator Texas School Safety Center

CLAYTON CODY STONE

Guard
University Police

CONNOR SCOTT ANDERSON

Coordinator, Team Operations Football

DAMON TARELLE BOGGS

Accounting Clerk II
Athletics Business Office

DEBORAH ANN DE LA CRU7

Administrative Assistant III Facilities Operations



GLORIA TREVIZO HERNANDEZ

Child Care Teacher
Child Development Center

JEREMY MICHAEL COBB

Assistant Athletic Trainer Athletic Trainers

JOHN JAMES IVEY

Laboratory Services Tech Ingram School of Engineering

LAURA JILL BYERLEY

Copy Editor
VP for University Advancement

LAURIE ESPINOZA CLOUSF

Director, University Police University Police

MATTHEW B. CONNOR

Guard University Police

PATRICK JAMES DOHFRTY

Athletics Intern Football

PHILIP THOMAS MAY

Technology Integration Specialist I IT Assistance Center

SAMANTHA MICHELLE SANCHEZ

Guard University Police

SEAN OWEN MCGOWAN

Locksmith
Facilities Operations

SHARI KAYE FERGUSON

Administrative Assistant II Facilities Operations

STEPHANIE SALA

Administrative Assistant II Department of Engineering Technology

STEPHEN RICHARD SANDERS

Scientific Instrument Tech Facilities Operations

TERRI C. KELLY

Supervisor, Testing Lab Testing Evaluation & Measurement Center



BOBCATS ON THE MOVE

Congratulations to the following employees who were promoted or reclassified.

ANDREA M. TUTOKI

Promoted to Assistant Director, Facilities IT

Resources
from Facilities Management Systems Specialist,
Facilities Management

ANDREW MICHAEL HENLEY

Promoted to Major Gift Officer from Annual Giving Officer,

Development

ANTHONY RUIZ PADILLA, JR.

Promoted to Air Conditioning Mechanic II
from Air Conditioning Mechanic I,
Facilities Operations

CARLOS QUINTANILLA, JR.

Promoted to Accountant III
from Accountant II,
Office of Financial Aid and Scholarships

CARRIE JANETTE SOLITTO

Promoted to Supervisor, Records and
Communications
from Administrative Assistant II,
University Police

EVAN M. PICKREL

Promoted to Electronic Information Resources
Accessibility Coordinator
from User Services Consultant I (SPS),
VP for Information Technology

GINA MARIE ESCAMILLA

Promoted to Academic Advisor II from Academic Advisor I, McCoy Academic Advising Center

JOANNE SALAS

Promoted to Supervising Psychologist from Senior Psychologist,
Counseling Center

JULIA D. LARA

Promoted to Information Security Specialist from Senior Administrative Assistant,
Information Security Office

KAILA PALOMA GRAY

Promoted to Publications Writer from Coordinator, Department Recruiting,
The Graduate College





KAYCEE ANN BAKER

Promoted to Academic Advisor I from Custodian, Education Advising Center

LISA B. DOHERTY

Promoted to Procurement Analyst from Administrative Assistant II, Procurement and Strategic Sourcing

RACHEL JOY CANFIELD

Promoted to Business Process Analyst from Senior User Service Consultant,
Mobile/Web Systems

ROSS ALLEN MCEWEN

Promoted to Systems Administrator II from Coordinator, Microcomputer Lab II, Mobile/Web Systems

ROY TODD ENGRAM

Promoted to Facilities Maintenance Worker II from Facilities Maintenance Worker I,
Facilities Operations

RUBEN ANTONIO SALAS

Promoted to Air Conditioning Mechanic II from Air Conditioning Mechanic I, Facilities Operations

SCOTT MILLARD AYERS

Promoted to Director, IT Business Operations from Coordinator, IT Projects VP for Information Technology

SONYA LAYLA TEVES

Promoted to Coordinator, Records and Registration from Administrative Assistant II,

Office of the University Registrar





Stephanie Lopez

Assistant Director,

Financial Aid and Scholarships

EMPLOYEE OF THE MONTH March 2019

Over the last year, there have been a number of new Enrollment Management initiatives involving the awarding of new scholarships. The awarding of these new funds has been made complicated by differing fund sources and criteria. However, Stephanie has expertly managed this process by developing new awarding formulas that allow decision makers to perform real-time simulations and make faster award decisions. She has also had to expend significant amounts of time in shifting funds and awards (via the financial aid and SAP systems) to ensure monies are optimized and not over-expended. These new initiatives have required significant amounts of time and required her to work regularly into the evenings and on the weekends for the last year. She does so because of her work ethic and her commitment to the university's success through the recruitment and retention of academically-talented students.

Stephanie is an innovator. Her most recent recommendation has been to provide the university with a single solution for the application and management of institutional scholarships. She is, along with our systems team, now implementing that solution. This implementation is just past the halfway point (in terms of the number of academic and administrative departments that are online). This solution, the Bobcat Online Scholarship System (BOSS), is already helping students by making it easier for them to identify and apply for university scholarships. It is also streamlining the management and awarding

of these funds by the respective departments. This system is critical to the university more effectively competing for academically-talented students.

In addition to her other qualities, Stephanie manages a scholarship and accounting unit that has an extremely heavy workload. The scholarship team, for instance, manually processes thousands of outside scholarship checks and thousands of manual departmental scholarship requests in a given month. This number continues to grow. Her team is also responsible for the reconciliation and reporting of over \$360 million in annual federal, state and private grant, work-study, loan and scholarship funds. Within each type of fund are a myriad of programs each with its own reporting criteria. Despite this volume of work and tight deadlines, Stephanie's organizational and managerial skills, as well as her attention to detail, resulted in no findings during last year's federal audit. This volume and accuracy of work is possible because Stephanie inspires her team to have a positive attitude regardless of their growing workloads and late evenings. Their focus, thanks to Stephanie's leadership, is serving our students to the best of their abilities.

Stephanie was recognized as a Leader of Excellence during the kick-off event for the Enrollment Management and Marketing division. It is her leadership and innovative thinking that helps her team and our office contribute significantly to the success of our university.

Congratulations, Stephanie, on your dedication and hard work!





Texas State Quarterly Team Award

Department of Housing and Residential Life (DHRL) Blanco Hall Team

The February Texas State Quarterly Team Award was presented to the Department of Housing and Residential Life (DHRL) Blanco Hall Team.

The team members include: Rachel Randles, Samantha Thornton, Lexi Hernandez, Chastin Stautz, Eva Griswold, Gus Connell, James Vela, Jay Prather, Jessie Thiemann, John Allen, Jordon Hilliard, Lindsey Malchoff, Lyric Pullman, Maddy Brooker, Mya Price, Valeria Escalante, Simon Beymer, Marcy Gamez and Victor Vasquez.

This team provided service to current residents of Blanco Residence Hall and parents/family of future students of Texas State.

The DHRL Blanco Hall team successfully faced unique challenges that developed during a Bobcat Day event. While Bobcat days are not a one-time occurrence, this particular instance with its unique set of circumstances was. The staff managed many different conflicting events during a Bobcat day and executed the challenges seamlessly, and with a positive attitude.

On November 17, the second Bobcat Day of the year occurred. Blanco Hall was in the process of a phased renovation. One step of the renovation process was to have residents moved into the newly renovated side so that the renovation could move forward. That same weekend, families and prospective students were coming in to tour our hall. During this time, families of current students were helping to move into the newly renovated rooms. When the move occurred, pipes that hadn't been used for a long time suddenly were inundated with use. This caused a small flood in two of the rooms on the first floor, right in the visual path of tour groups and students and families making the transition. It was quick thinking and attention to customer service as well as a commitment to our student's well-being that made that day a success. The team re-routed tour groups and parents, working on their day off to help make sure residents affected felt taken care of and helping to clean, or answering parent questions and directing people on where they needed to go.

The DHRL Blanco Hall team values service and student centered actions. As they were

managing the incidents, they remained positive and demonstrated what it means to be a good team member and representative of the Bobcat community. The team could have easily been overwhelmed or negative, but chose to look at this as an opportunity to work together and rise to the occasion. The team then discussed how managing these events or pop up situations and adjusting plans at the last minute could benefit them as they move forward in their careers.

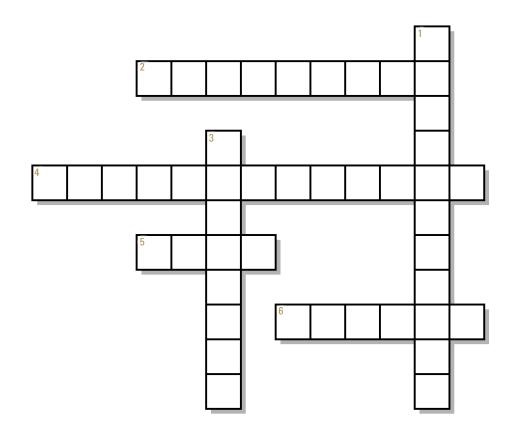
The team was asked to show fairness and compassion, and work hard to develop a sense of community and inclusiveness. They had a challenging Bobcat day, but it was an opportunity to show what being a part of a team really means. They managed to inspire future Bobcats, reassure their families that they would be taken care of and included in our community if they lived with us, managed a move that occurred during a challenging time and assisted students not only in the moving of their stuff, but in the positive and upbeat attitudes shared with other students. On top of all that, the team seamlessly addressed issues with particular attention to caring for those affected, redirecting those who didn't need to be involved, and having a positive outlook on what they were learning from the whole situation.

Congratulations to the DHRL Blanco Hall Team on its achievements and outstanding efforts!



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 April 5th. Five random puzzle winners with all the correct answers will receive a prize from HR!



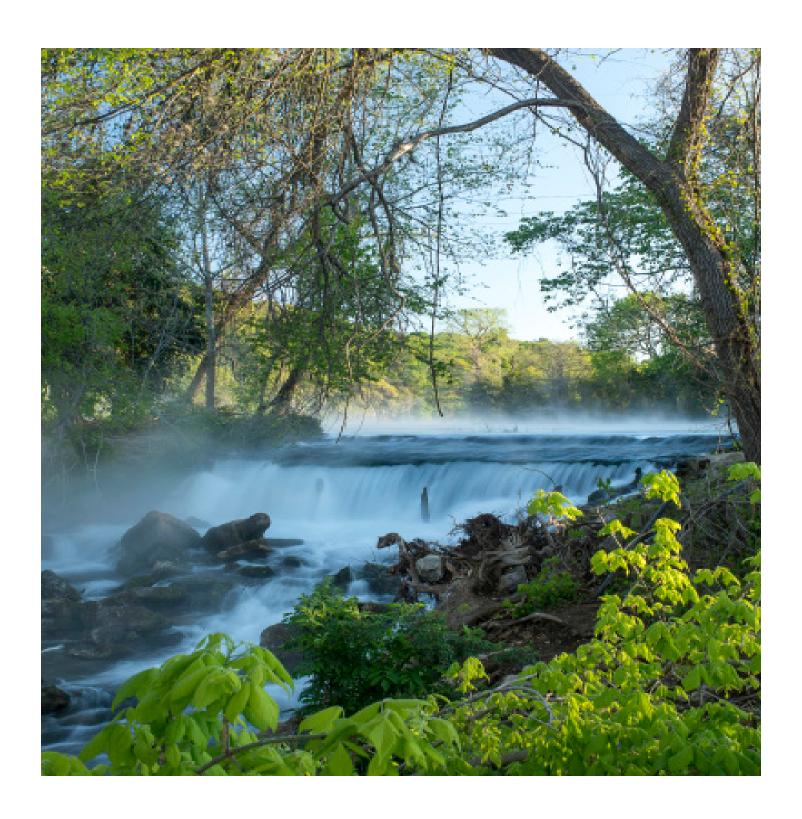
ACROSS

- 2 Nine-month faculty, staff and graduate students have the option to pre-pay their summer _____ premiums.
- 4 Which health care option has a \$0 copay and is a convenient way to treat non-emergency care?
- 5 On April 1, employees can begin their _____ assessments for their performance review.
- 6 On April 17, you can join your HR team for _____ in JCK 1100.

DOWN

- 1 On April 23, CTMC is hosting its 33rd annual _____ Screening & Fair.
- 3 The 2019 Financial Planning and Retirement Fair will be held April 10 in the LBJSC _____.







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

