



HR Bulletin



October 2017

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10thANNUAL

EMPLOYEE APPLICATION OF THE PROPERTY OF THE PR

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. Attendance time will count as work time; verification of attendance can be provided if requested.



NO ADVANCE REGISTRATION REQUIRED FOR PARTICIPANTS.

Activities and services provided include:

- flu shots (free with an employee ID and HealthSelect Blue Cross Blue Shield card);
- blood pressure checks;
- mammograms (free with appointment, an employee ID, and HealthSelect Blue Cross Blue Shield card);
- consult with HealthSelect Blue Cross Blue Shield of Texas representatives;
- vision and hearing screenings;
- veterinary and pet health care information.

For a regularly updated list of vendors, please check: <u>www.txstate.edu/pde-velop/employeewellnessfair/wellness-fair-booths2017.html</u>



The rising STAR of Texas



GRAND PRIZES INCLUDE:

- 2 Schlitterbahn Tickets;
- a Fithit Δlta:
- or a \$150 Amazon Gift Card!

HOW TO WIN?

- check in to receive one entry
- bring your canned goods or cash donations for the Hays County Food Bank.

We are also giving away Grand Prizes of annual "Wellness Activity" memberships to the San Marcos Acitivity Center.

For more info: contact Karen Hollensbe at kh48@txstate.edu





Did You Get Your Flu Shot Yet?

Get your flu shot at the Employee Wellness Fair on October II.

Reminder - Flu Shots and other preventive immunizations are covered at 100% on our health plans. Visit your Primary Care Physician or an in-network doctor's office to get your immunizations with no co-pay.

HealthSelect members: If you aren't sure if your doctor is "in-network," visit <u>www.healthselectoftexas.com</u> to find out. You can also search for "Immunization Clinics" to find a clinic nearby.

In the past, you may have visited CVS to get your flu shot from a pharmacist as a "retail health provider." Currently CVS is not "in-network" to provide flu-shots. This is separate from the prescription drug program network pharmacies. For questions about who is in network for immunizations, call BCBSTX HealthSelect at 800.252.8039.

Texas State will be offering flu shots (with an "in-network" provider) at the Employee Wellness Fair on October 11.

Attention: As of October 1, Walgreens is now "in-network". You can get your flu shot from a Walgreens pharmacist as "retail health provider." For questions, please contact Benefits at 512.245.2557.

s a v e t h e d a t e

TEXAS STATE RESOURCES

OCTOBER 25th

11 a.m. - 1:30 p.m. JCK 1100

This Fair is designed to give you an opportunity to meet staff from over 25 departments and learn more about their office processes and how they can assist you with your job responsibilities. This is your opportunity to have questions answered about a business process or service you use.

Be sure to check out the <u>Support Staff Resources@</u>

TXSTATE website which provides helpful links to university business processes, services, electronic forms, manuals, and training opportunities. For quick access, make it your homepage or bookmark it today!

For future information, contact Marsha Moore at 512.245.7899 mmoore@txstate.edu



Required Criteria for Mobile Mammogram Screening:

- MUST BE AN TEXAS STATE EMPLOYEE
- MUST BE AT LEAST 40 YEARS OLD
- NO BREAST IMPLANTS
- NOT PREGNANT
- NOT BREAST FEEDING
- NO CURRENT BREAST PROBLEMS
- NO HISTORY OF BREAST CANCER
- NO MAMMOGRAM WITHIN THE LAST YEAR

Must provide the following to schedule a mobile mammogram appointment:

- MUST INDICATE MOBILE MAMMOGRAPHY
- MUST INDICATE LOCATION TEXAS STATE
 UNIVERSITY
- MUST INDICATE PROVIDER
- MUST PROVIDE HEALTH PLAN INFORMATION
- MUST PROVIDE TELEPHONE NUMBER
- MUST PROVIDE LAST MAMMOGRAM DATE
 AND LOCATION

Please bring your identification and insurance card to your appointment.

IF YOU WERE UNABLE TO MAKE AN APPOINTMENT FOR THE OCTOBER 11TH EVENT, PLEASE CONTACT US TO MAKE AN APPOINTMENT FOR NOVEMBER 2ND

DUE TO HIGH DEMAND,

Additional Mammogram Date Announced

Mobile Mammogram Event

Due to high demand and to meet the needs of our employees, Seton Health Care will be hosting an additional mobile mammogram event on campus. Seton Cancer Screening Mobile Mammography will be providing Texas State Employees with Onsite Mammograms on November 2, 2017 from 8 a.m. - 3 p.m. The Mobile RV Unit will be located at the Student Health Center Parking lot, directly across from the LBJSC Bus loop in the Student Health Center Parking lot.

Seton Cancer Screening Mobile Outreach Program brings digital screening mammograms to your worksite. Mammograms provided through Seton Healthcare Family. Please read information to the left for qualifications and instructions when calling to schedule your appointment.

NOVEMBER 2, 2017

8 a.m. - 3 p.m.

STUDENT HEALTH CENTER PARKING LOT

CALL NOW TO SCHEDULE AN APPOINTMENT.

512.324.1199





INTRODUCING THE

2017-2023 UNIVERSITY STRATEGIC PLAN

Beginning September 1, 2017, Texas State launched a new strategic planning cycle and implemented a new mission statement and goals. This new plan, along with all college and division plans, can be found at: universityplan2023.avpie.txstate.edu.

Please send any comments or questions to Dr. Lisa Garza, Director of University Planning and Assessment, at 512.245.2780 or via email at lisagarza@txstate.edu.



CHECK YOUR PAYCHECK

Take a few minutes to view your pay statement in Employee Self-Service through the SQP Portal

Things to look out for:

- Changes made during Summer Enrollment are reflected on this check.
- You can view your tax status in the top left corner. If you need to make any changes, you can make them in the SAP portal any time throughout the year.
- You can view your deductions, taxes, and employer contributions.
 Review each section to ensure all are correct.

If you see any issues, it is important to contact us immediately at <a href="https://hr.ncbi.nlm.ncbi.

Faculty & Graduate Student Employees: Check Your Salary Spread!

Did you elect to start or stop spreading your 9-month salary over 12 months? Those changes take effect on your October 2nd paycheck. Please review your check to ensure that your salary spread election is correct going forward for the 2017-2018 academic year. If you see an issue, email hr@txstate.edu.



UPDATE STAFF EMPLOYMENT POLICY REVISIONS

The newly revised staff employment policy, UPPS No. 04.04.03 Staff Employment, became effective on August 8, 2017. The policy adds a new expedited search recruitment option and provides transfer and promotion clarifications. Expedited search is a special circumstance recruitment that must be approved by the Chief Diversity Officer.

Another change allows a job posting salary for classified positions to be up to the previous incumbent's salary even though the salary may have been above the pay plan maximum for the title. This allowance will provide more flexibility in the posting salary and help departments conduct recruitment that is more competitive.

Other major changes include clarifications re: the role of the Chief Diversity Officer for exception requests, updated veterans employment requirements, and new E-Verify requirements.

Hiring managers should review the revised **UPPS** carefully to become familiar with all of its changes.

MAJOR CHANGES

EXPEDITED SEARCH RECRUITMENT OPTION

(WITH APPROVAL)

PROVIDES TRANSFER AND PROMOTION **CLARIFICATIONS**

FLEXIBILITY IN THE POSTING SALARY

> UPDATED REQUIREMENTS



UPDATE | SEPARATION CHECKOUT POLICY AND PROCEDURES

<u>UPPS 04.04.50</u> Separation of Employment and Interdepartmental Transfers has been revised with some significant changes.

- Departing employees no longer need to hand carry the checklist and separation form to HR and Payroll for outprocessing.
- The Departmental Checklist and Employee Separation
 Form have been completely separated. The Departmental
 Checklist only includes administrative steps for the
 department to handle.
- There are several critical time-sensitive steps for the
 department to initiate. One of these is to submit separation
 information to ITAC immediately to allow for deactivation
 of system security in a timely manner. This should be
 submitted as soon as the termination date is known and not
 wait until after the employee leaves. There is also an option
 for "emergency" deactivation in the case of an involuntary
 termination.
- The employee information, such as forwarding address, has been moved to the Employee Separation Form. This form is intended for the departing employee to submit directly to HR with their personal information and reason(s) for leaving Texas State.
- HR is available to all current and former employees to answer questions about benefits. Many of these processes are handled electronically so it is no longer necessary for the employee to visit HR in person.
- Employees are required to turn in their key(s) directly to Access Services.
- Please destroy all old separation forms you may have stored on your desktop or office. All new forms are available on the HR website under Forms/<u>Separation</u> <u>Forms</u>.

Questions may be directed to hr@txstate.edu or the HR Benefits area at 512.245.2557.

NEW LEAVE BENEFIT FOR VETERANS

Effective September 1, 2017, a state employee who is a veteran is eligible for additional paid leave to obtain medical or mental health care administered by the VA, including physical rehabilitation. This is over and above the regular sick leave benefit provided to all benefits-eligible state employees.

We have created a new absence code in SAP (1085 Veteran Health Care Leave) to be used for this purpose. The maximum is 15 days each fiscal year. Documentation from the VA to confirm the date of the appointment is required and should be kept in the departmental time records.

UPPS 04.04.30 University Leave Policy is in the process of being updated to include this new benefit. Questions may be directed to Selma Selvera at ss24@txstate.edu or 512.245.2557.



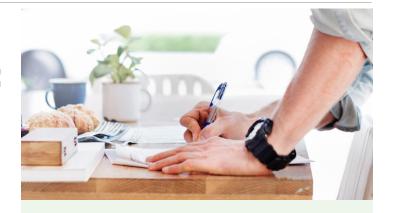


ACCEPTABLE DOCUMENTS: I-9 Employment Eligibility and E-Verify

Do you have questions about the appropriate documents needed for employment eligibility? To the right you will see a list of acceptable documents required of employees on F-1, H1-B, and J-1.

In addition to the acceptable documents listed, employees can present an Employment Authorization Document (EAD) for any of the employment eligibility options. Employers will accept the EAD document and the complete List-A acceptable documents.

Employers CANNOT accept social security cards for I-9 Employment Eligibility Verification that specify on the face that the issuance of the card does not authorize employment.



Acceptable Documents for employees on F-1

- Foreign Passport
 - I-94
 - Form 1-20

Acceptable Documents for employees on H1-B

- Foreign Passport
 - I-94 or I-797

Acceptable Documents for employees on J-1

- Foreign Passport
 - **I-94**
 - Form DS-2019

Please contact Human Resources at 512.245.2557 with any questions.





October is National Work and Family Month

At times life can be challenging and each of us could use a little extra help staying on top of the demands of work, family, health, finances, and child or elder care.

October is National Work and Family Month, and we would like to take this opportunity to remind you of the many different programs offered through Work Life that are designed to help you balance life's challenges. Check out some of the available programs featured on the right!

Take steps towards achieving a healthier balanced life and utilize the programs offered through Work Life so you can stay focused and present at work. For more information on all of these programs, visit www.hr.txstate.edu/worklife.

Bobcat Balance

Bobcat Balance, your work life and employee assistance program, provides real solutions for real life.

WellCats

WellCats, your employee wellness program, provides a comprehensive program designed to help you improve your overall health and well-being.

Mother-Friendly Worksite

Mother-Friendly Worksite, provides educational resources, paid break time and special rooms in buildings across campus for nursing moms returning back to work.





SAP: Go paperless in October and enter to win a Texas State University T-Shirt!

- Employees electing online (paperless) delivery during the month of October will be entered in a drawing for a Texas State University T-Shirt.
- Instructions to elect online (paperless) delivery on the SAP Portal are available on the <u>Payroll</u> website.
- The election process is a one-time enrollment using our secure website.
- SAP will automatically send you an election confirmation email.



Benefits of the electronic W-2 Form:

- Access to your W-2 form in mid-January of each year
- Print the W-2 form at your convenience
- Ensure the security of your W-2 by stopping the annual mailing of a paper copy
- Have access to your W-2 before the traditional U.S. mail delivery
- Help the university Go Green and save money in printing and postage cost

Important Disclosure Information:

- Consent for online delivery is only required once
- Upon termination of employment, all former employees will receive a paper W-2 for their last year of compensation
- For those employees who do not elect online delivery, a paper W-2 Form will be mailed to the last known address on or before January 31, 2018

All employees will be notified via email when the online 2017 W-2 forms are available on the SAP Portal in January 2018.

For any questions, please contact the Payroll and Tax Compliance Office at 512.245.2543 or payroll@txstate.edu.

The deadline for electing online (paperless) delivery is December 31, 2017





Welcome



Join us in welcoming our new employee Bobcats hired between August 7, 2017 and September 5, 2017

ERIC A APODACA

Grounds Maintenance Worker II, Transportation Services

CASSANDRA M AUGUSTIN

Grant Secretary, University College

JOEL P AUSANKA REESE

Coordinator, IT Projects Instructional Media

ANTHONY R BALLADARES

Athletics Intern, Strutters/Ticket/Mktg/Cheer

BLAKE S BISSING

Human Resources Analyst, Human Resources

SAMUEL D BRAKHAGE

Steam and Water Works Operation Mechanic I, Utility Operations

ROSEMARY T BURNS

Academic Advisor I, PACE Advising Center

GAY L CARSON

Nurse Practitioner, Student Health

MINDY M COLE

Custodian,
Department of Housing and
Residential Life

NORMA J DAVILA

Custodian,
Department of Housing and
Residential Life

KEGAN D DUNCAN

Undergraduate Admissions
Counselor,
Office of Undergraduate Admissions

MARCUS R DUSSLER III

Assistant Director, Spring Lake Education and Research, Spring Lake

KEITH M FILMER

Administrative Assistant II, Fine Arts and Communication Academic Advising Center

JASON A FILUT

User Services Consultant I, Client Services

KIMBERLY E HICKMAN

Program Staff, Counseling Center

RAE B HOLT

User Services Consultant I, Client Services

REBECCA L MARINO

Art Gallery Coordinator, School of Arts and Design

COLLEEN J MCCARTHY

Program Staff, Counseling Center

DANIEL D MCHOLM

Media Technician I, Learning Spaces

GIANNI V MEJIA

Administrative Assistant II, College of Liberal Arts

NATHAN A MILLER

Program Staff, Counseling Center

RICHARD M MORGAN

Custodian, Campus Recreation

JOHN D MOSS

Carpenter II,
Department of Housing and
Residential Life

RAIDAH MURSHED

Administrative Assistant II, Communication Disorders

CHRISTY D NOLAN

Director, Campus Recreation
Campus Recreation

HANNA R PAPER

Administrative Assistant II, Athletics

MARGARITA PITTI

Manager, Shuttle Services
Transportation Services



ANDREW N RECHNITZ

Assistant Director, Learning Commons University Libraries

KASSIL REDWINE

Administrative Assistant II, Counseling, Leadership, Adult Education and Scholar

SARAH C RITCHIE

Administrative Assistant II,
Office of the University Registrar

CHRISTOPHER L RODRIGUEZ

Custodian,
Department of Housing and
Residential Life

HEIDI A SIMON

Undergraduate Admissions
Specialist,
Office of Undergraduate Admissions

JOCELYN M STEPHENS

Head Coach, Strutters/Ticket/Mktg/Cheer

PRASANNA SURATHKAL

Grant Specialist,
Department of Agriculture

NICHOLAS J SWANSON

Lighting Supervisor,
College of Fine Arts and
Communication

JACLYN M TIRRES

Undergraduate Admissions
Specialist,
Office of Undergraduate Admissions

VICTOR S VASQUEZ

Facilities Maintenance Worker I,
Department of Housing and
Residential Life

JAMES E VOLLRATH

Director, Utilities Operations
Utility Operations

LAURA S WAUGH

Librarian, University Libraries

KIMBERLY M WILLIAMS

Custodian,
Department of Housing and
Residential Life

REANNA G WYCHE

Nurse, LVN, Student Health



NEW EMPLOYEE WELCOME

NEW II

Friday, October 13, 2017 8 a.m. - 1:30 p.m. 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 13.

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.

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



October workshops

The featured workshops are coordinated through Professional Development.

Registration in the <u>SAP Portal</u> 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
Teacher Certification Advising	3	* Securing Confidential Information	* Securing Confidential Information NEW Health and Wellness Lunch and Learn Series: Creating a Culture of Health at Texas State: What's In It for You and What's In It for Texas State 5	6
QPR - Suicide Prevention Training	10	Employee Wellness Fair	NEW Bridging Learning to Life: Helping Students Transition into the Workplace	New Employee Welcome (NEW) II
16	Credit Card Acceptance at Texas State	Managing Change College Mental Health, Part I: Understanding and Helping Your Students in Distress 18	** Managing @ Texas State	Title IX Update
Getting Started with Focus Groups for Assessment	NEW Understanding the University's Sponsored Program Policies (UPPS, AA-PPS, FSS- PPS, etc.)	25	** Managing @ Texas State	Manage Conflict and Confrontation 27
* Texas State Retirement Plans 101	* Texas State Retirement Plans 101 *** 7 Habits of Highly Effective People 31			

(*) Workshop is offered either date. (**) Workshop is a 2-day course. (***) Workshop is five 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 <u>Texas State Employee Discount Program</u>.

Limited-time offers and regional programs are also available.

- ShieldX2: Drop it, smash it, bang it—ShieldX2 has you covered. Save 40% on a ShieldX2 phone case that comes with a protection promise.
- TripBeat: Book a fall getaway with TripBeat! Save 25% on resort rentals and hotel accommodations in over 90 countries around the world.
- Costco: Costco has low warehouse prices on thousands of brand-name products and services. Join as a new member to access great savings and exclusive coupons.
- ADT: Sign up for a home monitoring service with ADT! You'll get a free home security system (an \$850 value) and a \$200 gift card.
- Dell: Save on Dell electronics with your exclusive employee discount! You'll find laptops, desktops, 2-in-1s, home theater systems and more.



employee of the year 2016-2017

Michelle Aguilar

Senior Administrative Assistant, Office of Student Diversity and Inclusion (SDI)

Michelle was chosen from 12 employees of the month, who represent more than 2,100 staff employees at Texas State. Aguilar's honor was announced Tuesday, August 8, by Texas State President Denise M. Trauth. As stated by President Trauth, "The 2017 Employee of the Year has maintained a high level of commitment, professionalism, and knowledge in her duties in the Office of Student Diversity and Inclusion."

cont. on next page...



IN THE SPOTLIGHT: EMPLOYEE OF THE YEAR

employee of the year cont...

Michelle has worked at Texas State for 20 years as an Administrative Assistant and Senior Administrative Assistant for the Department of Housing and Residence Life.

Michelle strives for excellence in all that she does. She is competent in all of her job duties and is the go-to person for everyone on our staff. She oversees 5 other administrative assistants and is the time administrator for our office. Although these responsibilities may be common for her title as Senior Administrative Assistant, what makes her uncommon is her commitment to serving students at Texas State by providing a solid foundation for the staff of SDI.

A solid foundation is what is needed in an office that produces innovative and ground breaking programs and services that support underrepresented students and marginalized students. Some of these programs include Equality University (a conferencelike experience where students, faculty and staff, and community members can explore topics such as racism, cultural and racial identity and sexual orientation), Mama's Kitchen (a program that provides a free meal for over 400 Texas State students), Bobcat Preview Diversity Presentation (an interactive program that provides incoming freshmen with an experience that relays the message that Texas State embraces diversity). Other programs include ALLIES of Texas State and programing that supports the LGBTQ community. In addition, SDI also implements Veteran student programs that support Texas State military veterans.

Michelle ensures that all systems are go, paperwork is submitted, contracts are signed, food is ordered, human resources paper work is turned in on time and all loose ends are tied. In essence all of her efforts make the SDI office successful and competent to carry out its mission and the mission of the university namely ensuring that we have a diverse campus that is welcoming to all. Michelle is a major backbone to

that goal. She works long hours to ensure Texas State students have the best experience possible.

Michelle is dedicated to Texas State's mission of providing excellence in serving the educational needs of the diverse population of Texas and the world beyond. Michelle's primary function is to support the Assistant Vice President for Student Affairs who also serves as the Director of Student Diversity and Inclusion. This multifaceted role for Michelle is very complex. She not only provides support for the Director, but also provides guidance and leadership to the other 5 administrative support staff members under the umbrella of SDI including Student Support Services, Educational Talent Search, Rural Talent Search and Upward Bound Senior Grant Secretaries. Michelle is a mentor and role model to all of these staff members.

Every office should have someone you can rely on to accomplish tasks, step in at the last minute when someone is sick or had a family emergency. All offices need someone who anchors the rest of the team so that they do not unravel under pressure or get so far from their mission and goals that they lose sight of their desired outcome. Michelle is that person in the office of Student Diversity and Inclusion.

"Michelle is a mentor and role model ..."



SKYLLER WALKES

Associate Director,
Office of Disability Services

EMPLOYEE OF THE MONTH September 2017



he mission of the Office of Disability Services is to ensure that students with disabilities have equal access to all university programs and activities by providing services such as academic accommodations, promoting self-advocacy and providing information and referral to appropriate resources. During her 3 years with the university, Skyller has worked above and beyond in not only organizing events to bring awareness to the campus community, but has been an integral part in developing the student population at Texas State in living out the university's value on diversity and student engagement. A few of Skyller's job responsibilities include supervision of the assistant director, case workers, specialists, and coordinators within the office; overseeing disability awareness programs on campus that include autism, mental health, and HIV/AIDS; and providing workshops and events that directly discuss topics of intersectionality and inclusion for faculty, staff, and students. Her work has also included hosting guest speakers at the university, advising multiple organizations on campus, and truly portraying what it means to be an advocate of students.

Quality is defined as a distinctive attribute or characteristic possessed by someone. Skyller is a reflection of this definition. One of the most distinct yet sometimes difficult attributes of a student affairs professional is being present for students alone with practicing self-care. Within the 6 student organizations that Skyller currently supervises, she makes sure to follow through on what she teaches students in regards

on the Perceptions of Whiteness" which gave faculty and staff in different departments on campus the opportunity to discuss perceptions of White identify and the responsibility surrounding White privilege in the current sociopolitical climate. She understands the need for student affairs professionals to work closely with academic staff and has also lead the efforts of two amazing speakers coming to Texas State. The historical icon, Dr. Angela Davis and transgender advocate and world known author, Janet Mock. These two individuals, were able to share amazing information with our student body and showcased the passion Skyller has for educating students outside the classroom. She is an orchestrator and committee member on Equality University, Women of Color Forum, and the Coalition of Black Faculty and Staff. She teaches US1100 and serves as a mentor to various students. She understands the meaning of hard work and her goals of building Texas State this semester are apparent with the visits and programs she has put on this Spring semester. Skyller is also currently pursuing her Doctorate degree at Texas State and will soon join the alumnus status.

Skyller's quality is never ending. She lives in the motto of learning and is constantly challenging herself and students to continue to learn. She has gained so much from her time here but most of all she gives back as much as she receives.

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



IN THE SPOTLIGHT: QUARTERLY TEAM AWARD



Texas State Quarterly Team Award

Meadows Center Education Team

The August Texas State Quarterly Team Award was presented to the Meadows Center Education Team. The committee members include: Sam Massey, Sonja Mlenar, Miranda Wait and Meagan Lobban.

The Meadows Center education team serves over 100,000 visitors of all ages (from on-campus and off-campus) each year in outdoor learning activities at Spring Lake.

The Meadows Center education team inspires visitors to become stewards of our natural resources by teaching people of all ages the importance of water to all living things through interpretive tours for Texas State University students, the public, school field trips, scouting programs and citizen science training at Spring Lake. The education team makes it a priority for every visitor to leave The Meadows Center with a better understanding of water quality issues, making visitors better prepared to comprehend and participate in water conservation activities.

The team has worked to increase the accessibility of Spring Lake's educational opportunities for visitors through a Family Fun Day initiative, which provides local and university families with 10 free youth programming opportunities throughout the year. These events ensure that students of all ages have access to year-round, high-quality out-of-school activities that help them develop academically, emotionally and physically. As a result, the education team has had the highest attendance rate in this past quarter since 2003.

The education team developed eight new activities from the Texas Aquatic Science (TEKS-aligned) water education curriculum for grades 6 – 12 and became the first "Texas Aquatic Science Certified Field Site" in January 2016 by the Texas Parks and Wildlife Department. This allows educators to design an interactive experience to meet specific learning goals.

In early April 2017, the education team was awarded a youth services grant by the City of San Marcos to expand the Family Fun Day events at Spring Lake. This support has added over 10 Family Fun Days to the Meadows Center's program that focus on topics such as: effects of pollution, native vegetation, wildlife habitat, cultural and archaeological history, and water resources.

The team's initiative to improve its services has benefitted the university by:

- improving customer service through training days so that quests leave with a positive impression of Texas State University;
- supporting Texas State's profile as an Emerging Research University by working with students to facilitate research studies about environmental education;
- saving money by finding local funding sources to expand education initiatives;
- providing Texas State students opportunities for internships that enable them to learn and participate in The Meadows Center's research and programs.

The Meadows Center education team goes above and beyond their job duties to protect, preserve and share Spring Lake. They are a dedicated team always looking for opportunities to improve the visitors' experience.

Congratulations to the Meadows Center Education Team on its achievements and outstanding efforts!



We would like to recognize the following employees who were promoted or reclassified between August 7, 2017 and September 5, 2017.

Martha S Wildberger

Promoted to Grant Director, Non-Faculty from Grant Specialist, Center for Applied Interdisciplinary Research

Jamison L Driskill

Promoted to Business Manager, Development Foundation from Graduate Assistant-Non Exempt, VP for University Advancement

Leslie N Sanchez

Promoted to Academic Advisor II from Academic Advisor I, Health Professions Academic Advising Center

Michael E Weissmiller

Promoted to User Services Consultant II from Academic Advisor I, Client Services

Julie A Eriksen

Reclassified to Equity and Access Analyst from Equity and Access Representative, Equity and Access

Kasey C Ford

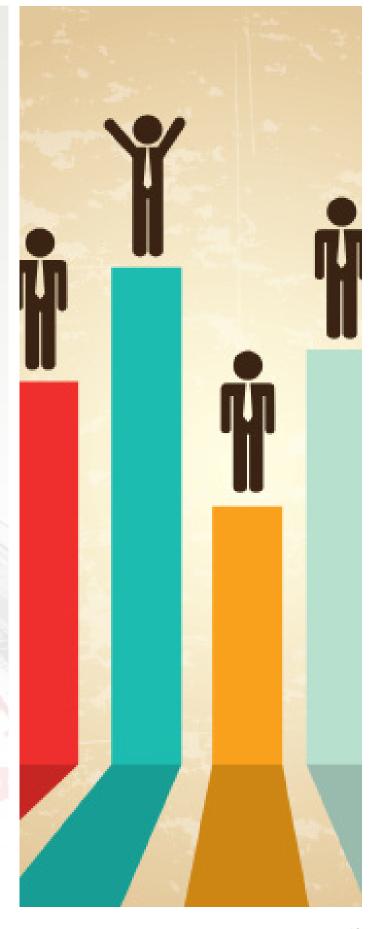
Reclassified to Sr Instructional Designer from Instructional Designer, Learning Experience Design

Michelle F Read

Reclassified to Sr Instructional Designer from Instructional Designer, Learning Experience Design

Tammy L Coyle

Reclassified to Manager, Employee Relations from Coordinator, Employee Relations Human Resources



SHARE YOUR VOICE

What other Human Resources communications would you like to see featured in your HR Bulletin?

CLICK HERE

TO SHARE YOUR RESPONSE!

As a way to improve HR communications, we have created a new monthly feature called "Share Your Voice". This section will feature monthly questions to better understand your HR needs. All responses are anonymous and will be used to better structure the content of the HR Bulletin. We look forward to hearing your voice! Please contact https://example.com/hr/4 to hearing your

Readers are invited to have some fun completing our HR Crossword Puzzle!

How to Play: Print the crossword puzzle and fill it in with answers found in this month's bulletin. Scan or send a picture of your completed puzzle to hr@txstate.edu.

The first 10 puzzles submitted by October 6th with all of the correct answers will receive a prize from HR!

HR Crossword PUZZIC 4 7 9 9

ACROSS

- 2 Having one of these helps detect cancer early
- 4 I will have more of this with the staff employment policy revisions
- 5 This program is offered through worklife
- 7 This is one of the monthly featured discounts where I can shop in bulk
- 8 You will learn more of these at the resources fair
- 9 This is where I can see my paycheck

DOWN

- 1 This enters you to win a grand prize at the wellness fair
- 3 These keep the doctor away
- 6 I can win this if I go w2 paperless



