



# HR Bulletin

October 2018

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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)

# 11<sup>th</sup> annual EMPLOYEE WELLNESS FAIR

Mark Your Calendars!

WEDNESDAY • OCTOBER 10, 2018

10 a.m. - 2:30 p.m. • LBJSC BALLROOM

Learn more on the [Employee Wellness Fair website](#).



## TEXAS STATE BLOOD DRIVE

One blood  
donation can  
save up to  
three lives

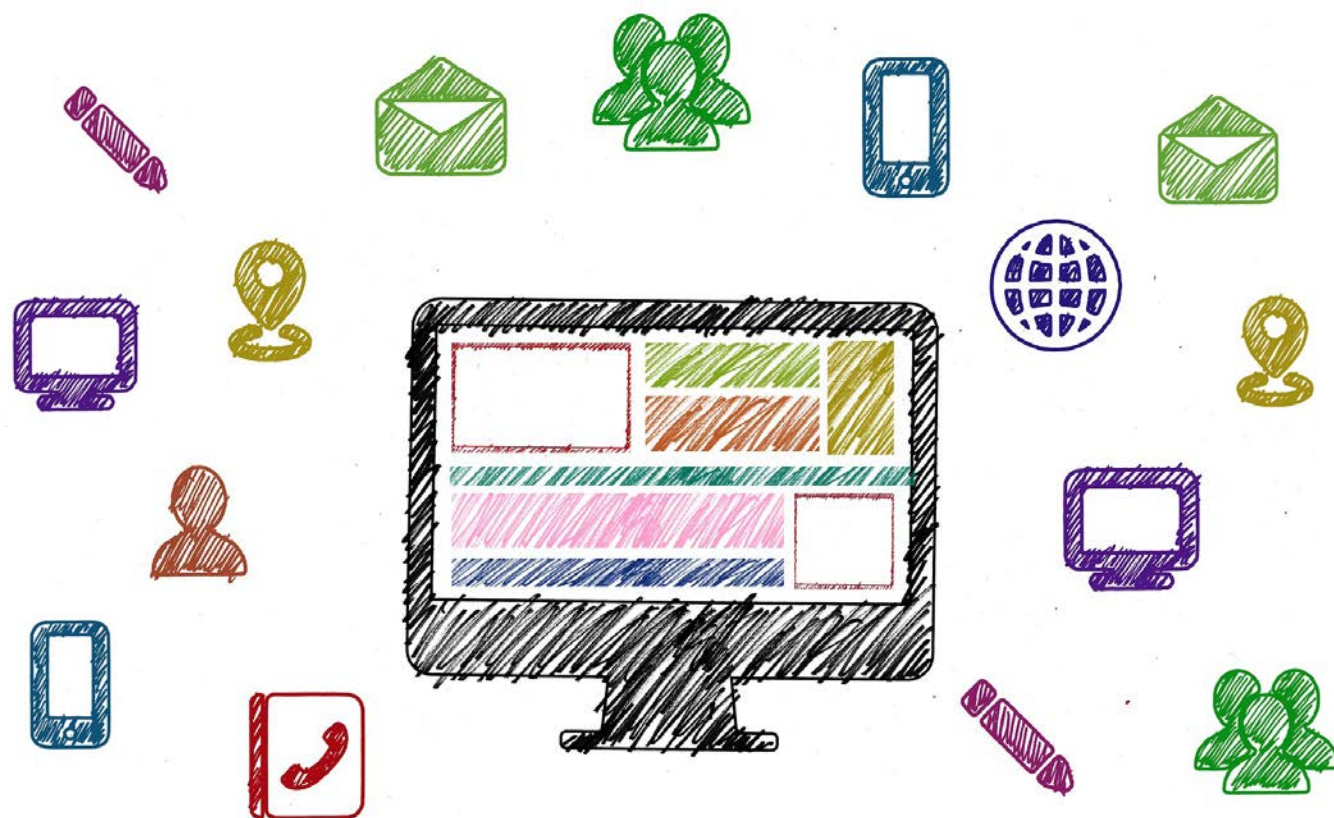
JCK 1100

Thursday, October 25, 2018

8:30 a.m. - 3:30 p.m.

Register: [www.weareblood.org](http://www.weareblood.org)

Learn more on the Professional Development [Blood Drive website](#).



# TEXAS STATE RESOURCES FAIR

Wednesday, October 31

JCK 1100 • 11 a.m.-1:30 p.m.

Learn more on the [Support Staff Resources website](#).



Did you know Texas State is a qualified employer under the U.S. Department of Education's Public Service Loan Forgiveness program?

Faculty and staff working 30 hours per week or more and have direct student loans qualify for forgiveness of any remaining balance on eligible federal student loans meeting certain criteria. Learn more by visiting the [FedLoan Servicing website](#).

Once you're ready to certify your employment, contact Melissa Demers in Human Resources at 5.2557 or [mkd44@txstate.edu](mailto:mkd44@txstate.edu) for assistance.



# TexFlex

## HEALTHCARE REMINDERS

The end of the summer has come to a close, but your window to file TexFlex health care claims for the previous year has not. Remember that you have through December 31, 2018 to file claims for the 9/1/2017 – 8/31/2018 year. File any outstanding claims prior to the deadline to ensure further information is not required.

As a reminder, TexFlex funds are available each year from September 1st – August 31st. You will only receive a new card if you are new to the plan or your existing card is expiring. Otherwise, you can continue using the same card from the previous year. Visit [www.textflex-fsa.com](http://www.textflex-fsa.com) for more info or to file your claim today.



## Flu Shot Time!

Get your flu shot at the Employee Wellness Fair on October 10.

Reminder – Flu shots and other preventive immunizations are covered at 100%. Visit your primary care physician or an in-network doctor's office to get your immunizations with no co-pay. If you aren't sure if they are "in-network," [visit www.healthselectoftexas.com](http://www.healthselectoftexas.com) to find out.

You can visit [www.healthselectoftexas.com](http://www.healthselectoftexas.com) and search for "Immunization Clinics" to find a clinic near you.

And of course, Texas State will be offering flu shots again (with an "in-network" provider) at the Employee Wellness Fair on October 10!

# CHECK YOUR PAYCHECK

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

### Things to look out for:

- You can view your tax withholding status in the top left corner. If you need to make a change, you can do so 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.
- October 1 paycheck reminder: Changes made to insurance and TexFlex during annual enrollment are reflected on this check

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 1 paycheck. Please review your check to ensure that your salary spread election is correct going forward for the 2018-2019 academic year.

If you see any issues, it is important to contact us immediately at [hr@txstate.edu](mailto:hr@txstate.edu) or 5.2557.

# GED INCENTIVE PROGRAM

General Educational Development (GED) Certificate

### 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

Registration: Oct. 9, 9 a.m. & 1 p.m.

Assessment: Oct. 11, 9 a.m. & 1 p.m.

Location: San Marcos Public Library

Full-time regular employees are eligible.

Learn more about the requirements at [UPPS 04.04.35](#).

Contact: [professionaldev@txstate.edu](mailto:professionaldev@txstate.edu) | 5.7899

# Health Behavior Change Coaching

## Achieving Your Wellness Vision and Goals

If you've struggled to make health and wellness behaviors a priority or to perform healthy behaviors consistently, you're not alone. Just knowing you need or want to practice healthy habits isn't enough to motivate most people to practice them regularly.

The WellCats program offers health behavior change coaching to guide employees towards greater health and wellness. There is no charge for this service.

## What is health behavior change coaching?

It is group or one-on-one meetings with a professional coach who will help you develop and implement a personal wellness plan through a variety of approaches. The meetings include:

- recognition of where you are today in your wellness journey;
- exploration of what is important to you to achieve your best self;
- setting achievable and relevant goals;
- developing strategies to overcome obstacles and meet your goals; and
- identifying resources in your environment to support you on your journey toward greater well-being.

The coaching sessions include discussion about developing motivation, managing time, developing habits, and improving confidence to perform health and wellness behaviors consistently and enjoyably. The coach is your partner in achieving greater health and well-being. Take charge of your health and well-being – sign up for health behavior change coaching at [worklife@txstate.edu](mailto:worklife@txstate.edu).

To improve your overall wellness, join WellCats today!



# Welcome



*Join us in welcoming our new employee Bobcats hired between August 6, 2018 and August 27, 2018.*

**ALFRED P KLINGENBERG**  
Parking Services Officer  
Transportation Services

**ELIZABETH A ZABAWA**  
Student Development Specialist I  
Office of Disability Services

**JEREMY M RODRIGUEZ**  
Painter II  
Facilities Operations

**AMANDA WOOD**  
Administrative Assistant II  
Chemistry and Biochemistry

**ERICA L MATHIS**  
Program Staff  
Counseling Center

**JOSHUA R BORGSCHULTE**  
User Services Consultant II  
IT Assistance Center

**ANGELA C CLARK**  
Clinic Business Manager  
College of Health Professions

**GABRIELLA L GAMBOA**  
Duplicating Equipment Operator  
Printing Services

**LAURA C VILLAREAL**  
Academic Advisor I  
PACE Advising Centre

**ANNALISA T TURNER**  
Academic Advisor I  
Educational Advising Center

**GWENDOLYN E THOMPSON**  
Library Assistant II  
University Libraries

**MAGGIE C PENA**  
Undergraduate Admissions  
Specialist  
Office of Undergraduate  
Admissions

**BRENDA K KELLER**  
Counseling Specialist  
Counseling Center

**HARLAN BALLARD**  
Student Development Specialist II  
Office of Disability Services

**MARIA M ORTIZ**  
Administrative Assistant II  
Student Center

**BRETTNEY L BIRDWELL**  
Student Development Specialist II  
Student Center

**IRMA D LEVRIE**  
Coordinator, Marketing and  
Promotions  
Student Center

**MEGAN M MILLER**  
Grant Specialist  
Tx School Safety Center

**CAYTLYN M PHILLIPS**  
Administrative Assistant II  
Dean of Students

**JAKE C MACAULEY**  
Digital Media Specialist  
Football

**MEHRZAD H SABZEVARI**  
Athletics Intern  
Strength and Conditioning

**CHRISTINA L AASBAK**  
Academic Advisor I  
PACE Advising Center

**JARED I MEZA**  
Facilities Maintenance Worker I  
Facilities Operations

**MICHELLE D KNEUPPER**  
Administrative Assistant III  
Student Center

**COLE T THORNTON**  
Undergraduate Admissions  
Specialist  
Office of Undergraduate  
Admissions

**JASON C RIPPLINGER**  
Program Staff  
Counseling Center

**PAIGE SCHOBBER**  
Coach  
Strength and Conditioning



**RAMCES LUNA**

Student Development Specialist II  
Dean of Students

**RONALD J EPPERSON**

Major Gift Officer  
VP for University Advancement

**TAYLOR S JONES**

Academic Advisor I  
Science and Engineering Advising  
Center

**REBECCA M GUENTZEL**

Systems Programmer I  
Facilities Management

**ROY T ENGRAM**

Facilities Maintenance Worker I  
Facilities Operations

**REGINALD E DEAL JR**

Student Development Specialist II  
Office of Disability Services

**SANDRA L PANTLIK**

Assistant VP, University  
Advancement/Managing  
University News Service

**RICARDO GONZALEZ**

Coordinator, Dean of Students  
Dean of Students

**TAYLOR D WILLIS**

Student Development Specialist II  
Dean of Students



# NEW EMPLOYEE WELCOME

## N.E.W. II

Friday, October 12, 2018 | 8 a.m. - 1:30 p.m. | EndZone  
Complex – Warren Room

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 12.

NEW is designed to provide useful information to new staff 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.

Contact Professional Development in Human Resources with questions at [professionaldev@txstate.edu](mailto:professionaldev@txstate.edu) or call 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. Proposals for new workshop topics for the spring semester should be submitted using the [workshop proposal form](#) by November 1.



| MONDAY  | TUESDAY  | WEDNESDAY                                       | THURSDAY   | FRIDAY |
|---|--|---|--|--------|
| Allies for Individuals with Disabilities<br>1         | Managing Change<br>2   | Texas State Retirement Plans 101<br>3           | The 5 Choices to Extraordinary Productivity®<br>4  | <br>5  |
| * Secure WIFI and Home Networking<br>8                | * Secure WIFI and Home Networking<br>9   | <br>10  | Basic Social Media at Texas State<br>11  | <br>12 |
| <br>15  | **Survival Spanish<br>16   | WellCats Educational Series: Inflammation<br>17 | **Survival Spanish<br>Supporting Transgender/ Non-binary People in Higher Education Settings<br>18 | <br>19 |
| IN(ability): Disability Does Not Mean Inability<br>22 | **Survival Spanish<br>Sponsored Programs: The University Policy Perspective<br>23    | Credit Card Acceptance at Texas State<br>24     | **Survival Spanish<br>25   | <br>26 |
| <br>29  | **Survival Spanish<br>College Mental Health, Part II: I Want to Help, But How?<br>30 | <br>31  |  |        |

(\*) Workshop is offered either date. \*\* Eight Tue. & Thu. Sessions: Tue., Oct. 16 – Thu., Nov. 8

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.

- **Sprint:** For a limited time, you can get the iPhone X for 50% off with Sprint Flex Lease. It's only \$20 a month.
- **Nationwide:** Protect your pet with America's #1 pet insurance. A Nationwide policy can help cover prescriptions, office visits, lab fees, surgeries, and more.
- **Brooks Brothers:** Since 1818, Brooks Brothers has set the standard for modern American style. Save 15% on regularly priced merchandise at stores, by phone, and online.
- **TripBeat:** TripBeat makes it easy and affordable to book the perfect resort vacation. We have more than 2,400 properties around the world where you can save up to 40% on the room rate.
- **Costco:** Costco has low warehouse prices on thousands of brand-name products and services. When you join Costco now as a new member, you'll get coupons valued at more than \$60.

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



# employee of the year

## 2017-2018

Jennifer (Jen) Beck Ph.D.

Director,  
Retention Management and Planning

Jen was chosen from 12 employees of the month, who represent more than 2,100 staff employees at Texas State. Beck's honor was announced Monday, August 13, by Texas State President Denise M. Trauth. As stated by President Trauth, "The 2018 Employee of the Year was nominated unequivocally by the entire staff in Retention Management and Planning." "As Director of Retention Management and Planning, she is consistently searching for ways to support students that could benefit from some additional assistance."

cont. on next page...

## IN THE SPOTLIGHT: EMPLOYEE OF THE YEAR

Jen is the epitome of what an exceptional employee is and should be. Being that the office's primary goal is to assist with student retention. A good example of this is that she had the vision to pilot a session during New Student Orientation that is geared toward first-year commuter students. In order to improve the retention rate for this population, she felt that it was important that the students and their families felt like they were a part of the Bobcat Family from the very beginning even though the students do not live on campus. Through her tireless efforts and leadership, the office was able to implement numerous programs such as the Brilliant Bobcats Academic Success Series, Bobcat Bond Mentoring Program, Parent & Family Relations, Students Who Are Parents, PAWS Alert, Peer Leader Program, Welcome Tents and Student Appreciation Programs. These programs mentioned would not be as successful without her support and guidance.

If you were to consider the qualities that make up a good leader: honesty, integrity, dedication, commitment, positive attitude, empowering; these are words that describe Jen. Her trust in her staff allows them room to learn, to grow, and through this model, the staff are able to expand their knowledge, skill set and professional development. Jen is not only a good leader but she is a servant leader first. She always puts the interest of others first especially students.

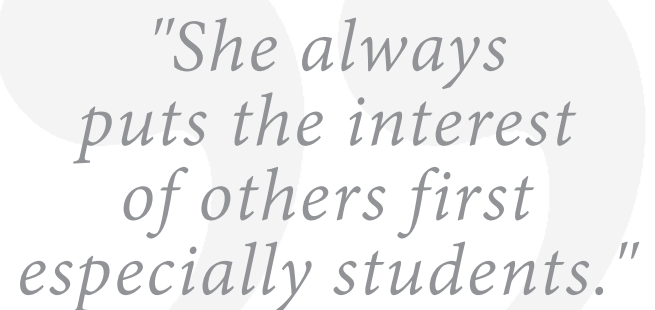
Another quality she possesses is her ability to mentor students and staff alike. Several staff members are first time supervisors. Jen is willing to sit down and talk through issues with them on how to get the most out of staff while still supporting their needs and the needs of the office.

Jen has tremendous ability to build partnerships and foster relationships, not just within the division

but across the university. She serves on numerous divisional and university-wide committees such as the Student Affairs Council, Enrollment Management, Orientation Planning Committee, Retention Council, Admission Standards Committee, Professional Development Advisory Council, and Financial Literacy Committee. She is sought out because of her dedication and willingness to be a team player.

Jen's decision making is led by her primary focus on the students and what is best for them. She devotes a great deal of her time working to identify students that can be served better through retention efforts. With this in mind, she has used data to lead the way in identifying these subpopulations to serve. From former foster care youth to students who are parents to women in the sciences, Jen seeks out opportunities to engage students and provide resources and support to guide them to their path of success. She has worked to create and expand the Parent and Family Relations program continuing to grow and improve the events and services to parent and family members of Texas State students.

Jen is truly a good ambassador for the university and deserves to be recognized for her hard work, dedication, and commitment to Texas State and beyond.



*"She always puts the interest of others first especially students."*

Congratulations, Jen! Thank you for your professionalism and dedication to Texas State.



# Danielle McEwen

Administrative Assistant III,  
Department of Psychology

## EMPLOYEE OF THE MONTH September 2018



*Danielle McEwen and Eugene Bourgeois Ph.D.*

Danielle has more than 5 years of administrative experience at Texas State University, including the past 3 years as an Administrative Assistant III in the Psychology Department. In this role she supports the needs of nearly 2000 Psychology majors and over 35 full-time faculty members. This job is huge in scope and unrelenting in pace, but Danielle carefully manages all the duties with calm and a wonderful sense of humor and generosity.

Danielle carefully attends to the needs of every student and member of the department. She has an uncanny ability to recall the details associated with every issue she handles, whether it be a small receipt for a travel claim or a special request from a faculty member. Faculty, staff and students inside and outside the office tend to gravitate to Danielle. She is the go-to person for anything and everything in the department, and it is not unusual for administrative assistants in other departments to seek out her help and advice.

Some of Danielle's current duties include monitoring, forecasting and allocating the department's operating and research budget, preparing financial reports, processing reimbursements, vendor payments, purchase orders, invoices, and contracted payments, purchasing and maintaining office supplies and promotional items, processing Personnel Change Requests and maintaining employee files for all current and former faculty, staff, and student employees. She

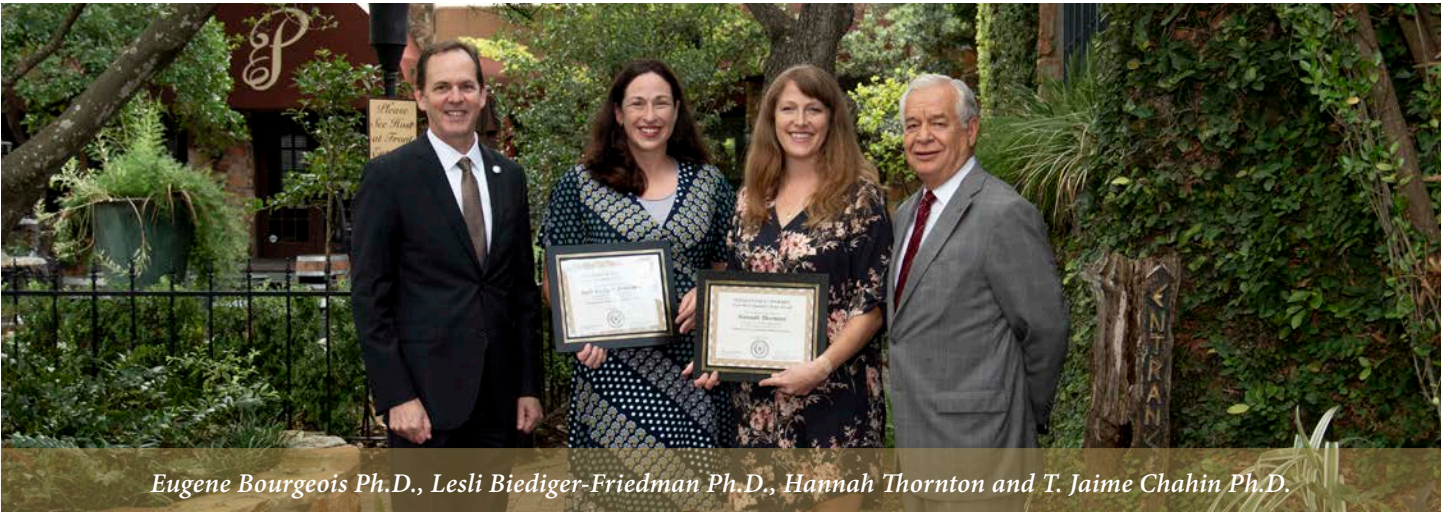
prepares all faculty contracts, tenure track documents and handles travel arrangements for faculty, students and external visitors. She coordinates department meetings, events, catering, and related logistics as well as managing various faculty special projects and facilitates guest visits.

Danielle recently has done the work of two staff members, and in one case three staff members, due to vacancies in other staff positions. These extra duties have lasted weeks and even months in some cases. Danielle has done all of this with a smile while working nights or weekends to meet pressing deadlines even when they are not her responsibility. She always has gone out of her way to welcome new faculty, staff, and student workers and be sure that all of their business needs are met. Danielle always "has a plan" for how to accomplish a goal and works hard to achieve it.

Danielle's professionalism, dedication, highly personable management style and sensitivity to the needs of all faculty, staff and students are what make her special. Her interpersonal talents complement regular duties. She is an exemplary representative for the department and university.

*"Danielle carefully attends to the needs of every student and member of the department."*

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



*Eugene Bourgeois Ph.D., Lesli Biediger-Friedman Ph.D., Hannah Thornton and T. Jaime Chahin Ph.D.*

## Texas State Quarterly Team Award

### Food Security Learning Community Team

The August Texas State Quarterly Team Award was presented to the **Food Security Learning Community Team**. The team members include: Hannah Thornton, Lesli Biediger-Friedman and many dietetic interns and undergraduate students from the School of Family and Consumer Sciences, Nutrition and Foods Program.

The Food Security Learning Community (FSLC) is a team of faculty and students working together to learn about and address issues of hunger. In 2016 - 2017, the FSLC conducted a campus-wide survey as well as interviews to learn more about student hunger at Texas State. Based on the findings from that research, the group formed a partnership with the Hays County Food Bank and launched Bobcat Bounty to improve access to healthy foods among food insecure students. The partnership allows foods provided at Hays County Food Bank to also be provided on campus for Texas State students.

Bobcat Bounty provides groceries, including fruits, vegetables, bread, and meats and beans to over 425 clients, most of whom are Texas State students. Additionally, Bobcat Bounty has also forged a steering committee who is collaborating to establish sustainable operations, high-level marketing, disseminate research, and track food security among members of the Texas State community.

It has become increasingly evident that college students across the nation may suffer from food insecurity, meaning they do not have enough food. Food insecurity interferes with learning. Bobcat Bounty, created through this community, was the first on-campus, student-run food pantry at Texas State. Since its inception, Bobcat Bounty has served any student at Texas State who needed food, no questions asked.

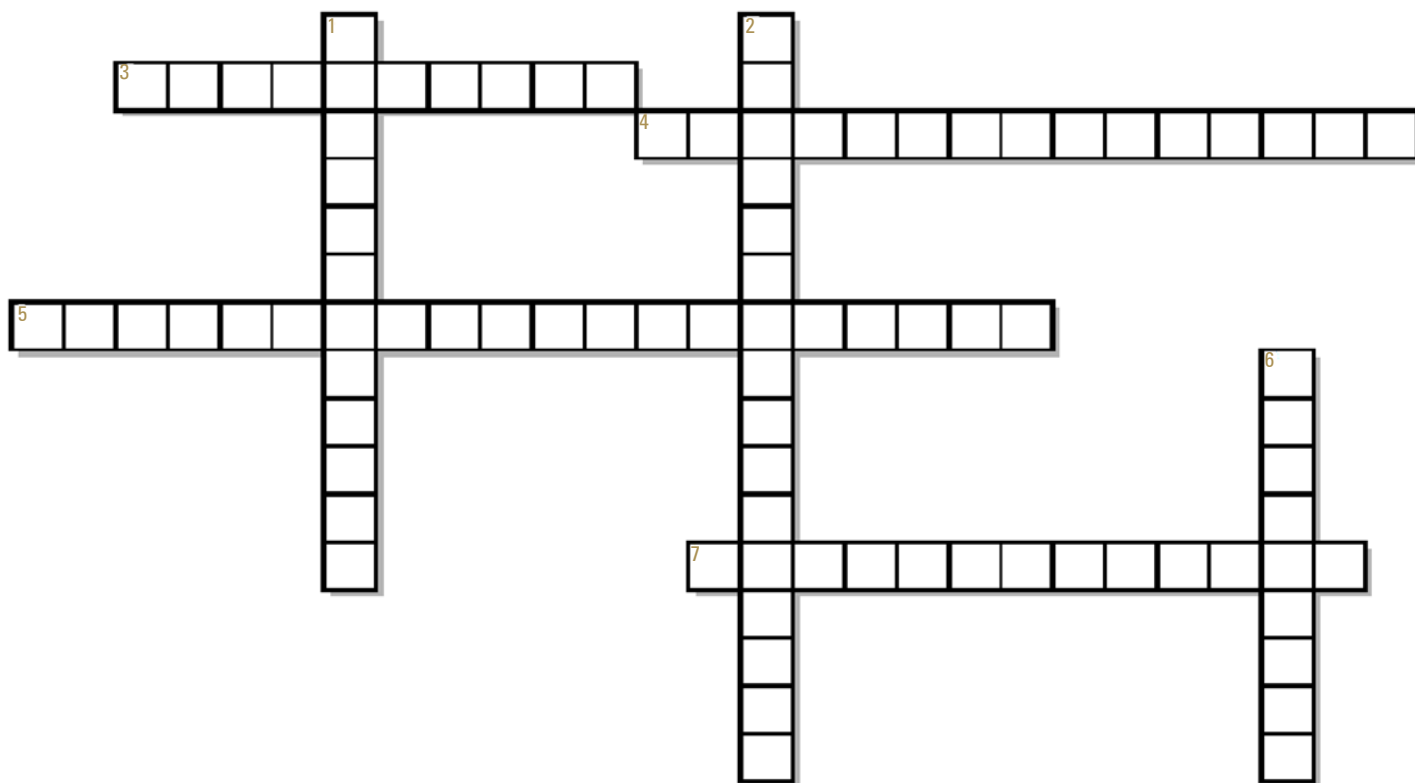
Since the beginning, Bobcat Bounty has held 21 food distributions, providing over 1200 bags of groceries to Texas State students in financial need. This project, involved post-graduate dietetic interns as well as undergraduates, has become incorporated into the curriculum of the dietetic internship and will be sustained.

Through a systematic student-centered process, this team collected a needs assessment, created a learning community, developed an approach to address food security among the Texas State community, supported student learning, fostered student ownership of Bobcat Bounty, and created a coalition of institutional members who support this cause. The future of Bobcat Bounty is bright, allowing for the team to revise approaches to best meet the needs of food security at Texas State.

Congratulations to the Food Security Learning Community 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](mailto:hr@txstate.edu) by **October 10<sup>th</sup>**. Five random puzzle winners with all the correct answers will receive a prize from HR!



## ACROSS

- 3** One of this months featured employee discounts
- 4** Eligible faculty and staff meeting certain criteria may qualify for this
- 5** This type of coaching is a free service offered to make health and wellness a priority
- 7** This can save up to three lives

## DOWN

- 1** This program was launched by the winners of the Texas Quarterly Team Award
- 2** There is still time to file these with TexFlex
- 6** You can make changes here to your tax withholding status

We would like to recognize the following employees who were promoted or reclassified between August 6, 2018 and August 27, 2018.



SYDNEY R VOGEL  
Promoted to Accountant III  
from Accounting Clerk II,  
Accounting Office



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