

HR Bulletin

July

HR

2019

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LOCATION
JCK 340

TEXAS  STATE
HUMAN RESOURCES



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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 your suggestions to hr@txstate.edu



SUMMER INSURANCE ENROLLMENT

— OPEN UNTIL JULY 26 —

This is your chance to [make changes to your benefits](#) without experiencing a qualifying life event. Summer Enrollment ends Friday, July 26 at 7 p.m.!



Highlights for Plan Year 2020 include:

Dental plan changes

- Effective September 1, 2019, Delta Dental will become the third-party administrator for the State of Texas Dental Choice PPO plan, replacing HumanaDental.
- Effective September 1, 2019, DeltaCare USA will become the new Dental HMO, replacing HumanaDental.
- Visit the [ERS Dental Plans website](#) to find out more and search for in-network providers.
- The State of Texas Dental Discount Plan (administered by Careington) will no longer be offered as a benefit option through benefit enrollment. The plan will be moved to the State of Texas [discount program offered through Beneplace](#). Employees currently participating in the plan will have benefits through August 31, 2019.

TexFlex limit changes

- The maximum for health care and limited flexible spending accounts increases from \$2,650 to \$2,700 annually.

MAKING CHANGES

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 www.ers.texas.gov account between now and July 26. Visit our [2019 Summer Insurance Enrollment website](#) for more information.

ERS SUMMER INSURANCE ENROLLMENT FAIR

Wednesday, July 17
10 a.m. - 1 p.m.
JCK 1100

Presentation by ERS to begin at 10:15. No registration required. Attendance can be counted as work time with supervisor approval.

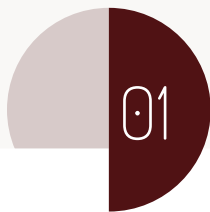
QUESTIONS

Contact the Benefits Office in Human Resources with questions. We're here to help! Call 245.2557 or email hr@txstate.edu.

2019-2020

Performance Plans: **Due July 31**

4 steps in the Performance Plan Process



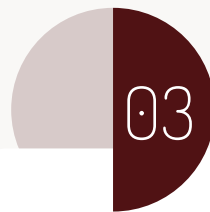
Manager creates employee performance plan

- Manager creates goals and job duties (or copies from last year)
- Manager adds work environment and physical demands
- Manager adds professional development goals
- Manager sends to employee for review



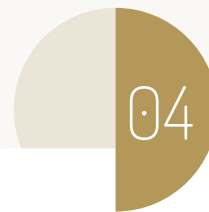
Employee reviews performance plan and sends to manager for 1:1

Employees can review the performance plan created by their manager. This should help employees prepare questions or concerns for the 1:1 meeting.



Manager schedules the 1:1 meeting

The performance plan is an important resource in developing successful teams by discussing goals, duties, and work expectations. Another important aspect of the performance plan is that it encourages ongoing communication throughout the year.



Manager sends the performance plan to completion

The final step in the process puts the performance plan in a completed status.

The deadline for completion of the performance plan is **July 31, 2019.**

For more information visit the [Performance Plan: User Guides website](#) or contact performancemgmt@txstate.edu.

One blood
donation can
save up to
three lives

TEXAS STATE BLOOD DRIVE

JCK 1100

Thursday, August 1, 2019

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

Register: www.weareblood.org

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

NEW FACULTY ORIENTATION

SCHEDULED Wednesday, August 21

Faculty & Academic Resources will be hosting New Faculty Orientation on Wednesday, August 21, 2019.

All new benefits-eligible faculty members should attend this session. Information for new faculty members, including registration information, can be found at the [Faculty and Academic Resources Virtual Binder](#).

Questions about New Faculty Orientation should be directed to Faculty & Academic Resources at 245.3628 or facultyresources@txstate.edu.





FY2020 Holiday Schedule Announced

As approved by the Board of Regents at the May 2019 meeting, Texas State University will observe the following holiday schedule and energy conservation days for FY2020:

FY 2020 Holiday Schedule

Labor Day	September 2, 2019
Thanksgiving	November 28 - 29, 2019
Christmas	December 23, 2019 - January 3, 2020
Martin Luther King, Jr. Day	January 20, 2020
Spring Break	March 16 - 20, 2020 <i>(energy conservation days)</i>
Memorial Day	May 25, 2020

For additional details, please visit the [Holiday Schedule website](#).



New Organizational Development and Communications Website

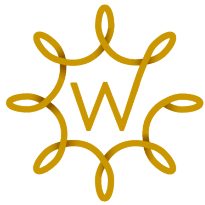
The [OD & Communications website](#) has been revamped, as part of the team's new direction to empower learning, enhance performance competencies, and nurture career growth.

We're excited for readers to visit the [new site](#), which is tailored to enhance the learning needs of our Texas State employee community and drive self-directed learning.

New features on the website include:

- "Workshops" have been renamed to "Courses"
- [Course Offerings](#) | Makes courses easier to find by learning category, type, and competencies. Course PowerPoints are published online with presenter approval.
- [Learning Resources](#) | Provides employees with various resources and tools to enhance their performance competencies.
- [Employee Educational Support](#) | Guides employees through various programs that support the achievement of academic goals.
- [Employee Certifications](#) | A new website coming soon and will feature Texas State's newest and most exciting addition to employee development.

Questions? Contact OD & Communications Manager, [Vanessa Salazar](#), or call 245.7899.



WELLCATS WEBSITE REVAMPED

The [WellCats website](#) has recently been revamped to make it easier for employees to learn about resources and activities available to members, including: access to free group exercise classes, wellness education series workshops, health behavior change coaching, newsletters, and more!

Website features include:

- The history and mission of WellCats
- [8 Dimensions of Wellness](#) | Learn about the 8 dimensions of wellness and how addressing them can help attain your highest level of wellness
- [Member Benefits](#) | Detailed overview of the services available to all WellCats members
- [Education & Research](#) | Access videos and research articles that highlight how you can Live. Work. Be Well.
- [WellCats Leadership Team](#) | Get to know the people behind the program

Not a WellCats member?

Become one today!
Register online and
learn about member
benefits on the
[WellCats website](#).

For more information about WellCats, contact the Work Life team at worklife@txstate.edu or 245.2557.

JULY course offerings

The featured courses are coordinated through Organizational Development & Communications. Please note that due to A/V equipment updates this summer, July course dates are tentative and subject to change. Registration is available through the [SAP Portal](#).



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2	3	4	5
8	9	10	11	12
15	16	WellCats Educational Series: Special Populations & Exercise	18	19
22	Supporting Transgender/Non-Binary People in Higher Educational Settings	24	Allies for Individuals with Disabilities	26
29	How to be an Upstander	31		

[GED PROGRAM](#) | Location: San Marcos Library | Registration: July 9, 9 a.m. and 1 p.m. | Assessment: July 11, 9 a.m. and 1 p.m.

Please visit the [OD & Communications Course Offerings website](#) for further information.



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!

Credible | A personal finance marketplace that allows borrowers to receive real, pre-qualified rates from multiple lenders in fewer than two minutes without impacting credit scores.

Enterprise Rent-A-Car | Convenience and affordability come standard with Enterprise Rent-A-Car. When you're ready to go, we make it easy.

Lenovo | Now is the time to upgrade your home or home office PC. Enjoy 33% off select Lenovo laptops, tablets, desktops and accessories.

Nationwide | Protect your pet with America's most popular pet insurance. A Nationwide policy can help cover prescriptions, office visits, lab fees, surgeries, and more.

Real Estate Connect | Buying or selling a home? Save hundreds or even thousands of dollars with the Real Estate Connect Program.

Check out this month's featured discounts from the [Texas State Employee Discount Program](#). 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](#).

N.E.W. II

FRIDAY, JULY 12, 2019

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

EndZone Complex – Warren Room

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

*Join us in welcoming our
new employee Bobcats!*

AHMAD ABDULLAH
RIDWANU ISLAM

Administrative Assistant II
Department of Housing and
Residential Life

AMANDA LORAINÉ
CORDERO

Custodian
Department of Housing and
Residential Life

BRIAN LEE ALLEN

Coordinator, Microcomputer Lab II
Ingram School of Engineering

DEE ANNE MILLER

Administrative Assistant II
Mathematics

GEORGE GONZALES
GARCIA

Accounting Clerk II
Accounting Office

HANNAH MARIE
COLLINGS

Grant Specialist
Student Support Services

JEFFERY WAYNE HALL

Guard
University Police

JESSICA HERNANDEZ

Administrative Assistant II
St. David's School of Nursing

JUDY HARMON

Grant Specialist
Center for Archaeological
Studies

KARLA P. HERNANDEZ-SWIFT

Grant Specialist (SDS II)
University College

KRISTA SUE BUTLER

Administrative Assistant III
Office of University Marketing

LINDA THI NGUYEN

Administrative Assistant II
Department of Respiratory Care

MELISSA KASSANDRA
RECTOR

Administrative Assistant III
Office of Curriculum Services

MONICA MARY JEFFS

Coordinator, Extended Learning
Services
Office of Distance & Extended
Learning

NICOLE ELYSE WILLISON

Research Associate
Advancement Services

PRIYANK GAURANGBHAI
TRIVEDI

Systems Analyst I
Department of Housing and
Residential Life

RITA ISABEL CERDA

Administrative Assistant I
Procurement and Strategic
Sourcing

ROCIO ORTIZ DE LA ROSA

Accounting Clerk I
ID Services

RYAAN KAYLA VENTURA

Administrative Assistant II
Education Advising Center

SUNNY SHANER BURLEW

Real Estate & Planning Manager
FSS Planning

TERELLE ANTWAIN
WILLIAMS

Digital Video Specialist
Office of University Marketing

TIMOTHY PAUL TRENT

Custodian
Student Center

VALERIE LORRAINE
GONZALEZ

Administrative Assistant II
Career Services

WILLIAM CODY
THRASHER

Warehouse Worker
Department of Housing and
Residential Life

BOBCATS ON THE MOVE

Congratulations to the following employees who were promoted or reclassified.

ASHLYN KAYLEE OSTER

Promoted to Administrative Assistant II
from Data Entry Operator,
Office of Undergraduate Admissions

HEATHER ELYSE SHERRILL

Promoted to Academic Advisor I
from Undergraduate Admissions Specialist,
Health Professions Academic Advising Center

DAWN MARIE KIGER

Promoted to Administrative Assistant III
from Accounting Clerk II,
Grounds and Waste Management Operations

JAMES DAVID DANIEL

Promoted to Database Administrator
from Systems Administrator II,
Core Systems

DEVON LEE BIRDSONG

Promoted to Library Assistant IV
from Library Assistant III,
University Libraries

JENNIFER R. OBENHAUS

Promoted to Assistant Director, Financial Aid
& Scholarships from Supervisor, Financial Aid
& Scholarships, Office of Financial Aid and
Scholarships

ELIZABETH CRUZ

Promoted to Human Resources Representative
from Human Resources Assistant,
Human Resources

JESSE SILVA

Promoted to Associate Director, Student Diversity
& Inclusion from Assistant Director, Student
Diversity & Inclusion, Office of Student Diversity
and Inclusion

ELIZABETH CAMPOS LONGORIA-CARDENAS

Promoted to Accountant III
from Accountant II,
Accounting Office

KEVIN MICHAEL RANGLES

Promoted to Systems Analyst I
from Accounting Clerk II,
Treasurer

**KRISTEN E. CANTU**

Promoted to Student Development Specialist I
from Academic Advisor I,
Round Rock Campus

ZACHARY SPENCE WEBB

Promoted to Recruiting Coordinator
from Administrative Assistant II,
Career Services

LINDA R. RODRIGUEZ

Promoted to Buyer II
from Buyer I,
Procurement and Strategic Sourcing

ANNA LUELLA HUFF

Reclassified to Public Information Specialist
from Program Staff,
Meadows Center for Water & the Environment

MELISSA K. DEMERS

Promoted to Training Specialist
from Senior Human Resources Assistant,
Human Resources

BRADLEY W. BALLARD

Reclassified to User Services Consultant II
from Systems Support Specialist I,
Client Solutions

MICHAEL AUSTIN BAKER

Promoted to User Services Consultant II
from User Services Consultant I (SPS),
Client Solutions

CHAD RYAN WILLIS

Reclassified to User Services Consultant II
from User Services Consultant I,
Managed Services

PATRICIA DURAN CANO

Promoted to Human Resources Representative
from Senior Human Resources Assistant,
Human Resources

DANIEL DAVID MCHOLM

Reclassified to Technology Integration Specialist I
(SPS)
from Media Technician I,
Client Solutions



DEVARADURA T. MENDIS

Reclassified to User Services Consultant I
from Systems Support Specialist I,
Client Solutions

JASON ANTHONY FILUT

Reclassified to User Services Consultant II
from User Services Consultant I,
Client Solutions

JEFFERY BLAKE ATKINS

Reclassified to User Services Consultant II
from Coordinator, Microcomputer Lab III,
Client Solutions

JENNIFER A. SMALL

Reclassified to Senior User Service Consultant
from User Services Consultant II,
Managed Services

JENNIFER LYNN LAGRANGE

Reclassified to Supervisor, ITAC
from Coordinator, IT Projects,
IT Assistance Center

KEVIN A. MALTSBERGER

Reclassified to User Services Consultant I
from Systems Support Specialist II,
Managed Services

KRISTEN LENAE GREEN

Reclassified to User Services Consultant II
from User Services Consultant I,
Client Solutions

KRISTIN ANNE SCHANKEL

Reclassified to Assistant Director, Student Health
Center from Manager, Medical Billing,
Student Health

LEAH VICTORIA BROWN

Reclassified to Human Resources Representative
from Senior Human Resources Assistant,
Human Resources

LESLIE JEAN BURGESS

Reclassified to Senior User Service Consultant
from User Services Consultant II,
Managed Services

**MARY L. FRAME**

Reclassified to Administrative Assistant III
from Senior Records Control Clerk,
IT Assistance Center

STEPHEN J. TEICHER

Reclassified to Computer Technician II
from Systems Support Specialist I,
Managed Services

MICHELLE PHILLIPS HAGEMAN

Reclassified to Academic Budget Specialist
from Administrative Assistant III,
Computer Science

STEVEN J. GRACE

Reclassified to User Services Consultant I
from Coordinator, Microcomputer Lab I,
Client Solutions

RAQUEL R. VOYTOWICH

Reclassified to Senior User Service Consultant
from Programmer Analyst I,
Client Solutions

SUSAN EILEEN ALEXANDER

Reclassified to Administrative Assistant II
from Budget Assistant,
Computer Science

REBECCA CORDOVA ORMSBY

Reclassified to Program Specialist
from Senior Administrative Assistant,
Vice President for Information Technology

YVONNE PARIS RHODES

Reclassified to Assistant Director, Communications
from Public Information Specialist,
University News Service

SERGIO BARRIOS

Reclassified to Senior Counselor
from Counseling Specialist,
Counseling Center



Rodney E. Rohde, Ph.D; Carmen Adams, Ph.D; Debbie M. Thorne, Ph.D

Dr. Carmen Adams

Administrative Assistant III,
Clinical Laboratory Sciences (CLS), College of Health Professions

EMPLOYEE OF THE MONTH
June 2019

Carmen has gone above and beyond her role in the CLS Program to ensure that the “high level needs” for the computer and laboratory automation have remained usable and up-to-date during the loss of the college long-time primary computer person. Carmen logged many hours working with ITAC, the faculty, and special laboratory (off site) automation interfaces to keep our systems up and running. Carmen works very hard to assist both the faculty and students in the upkeep and current needs of the IT areas.

The National Accrediting Agency for Clinical Laboratory Science (NAACLS) is committed to being the premier international agency for accreditation and approval of education programs in the clinical laboratory sciences and related health care professions. NAACLS provides leadership in fostering innovative educational approaches and actively supports cooperative efforts with other agencies. The CLS Program turned in the NAACLS Self Study Report on April 1, 2019 a site visit is scheduled fall 2019. Carmen assisted the CLS Chair on this report, worked to supply the needed documentation, proof reading, and attention to detail that is needed for this process. This is considered beyond her primary duties.

Three units in our college (Respiratory Care, Physical Therapy, and Communication Disorders) moved into their new location, Willow Hall, in Round Rock this past year. Due to that move, our CLS Program acquired two new laboratory spaces (ENC 306 and 307) as well as additional storage and office space. Carmen was crucial in the ongoing customer service communication between our program and the other internals (and external)

stakeholders to make this move successful. For example, Carmen assisted the CLS Chair and other faculty with ensuring the proper safety documents and materials were available in the new spaces. This included federal/state documents for viewing, as well as actual safety devices (eye washes, mercury spill kits, etc.) were implemented for regulatory requirements. Carmen worked with ITAC and Dr. Matt Brooks (Associate Dean, Health Professions) to ensure these new spaces were updated with the proper computer needs. Finally, Carmen worked to ensure faculty communicated their equipment needs (electricity for microscopes, removal of shelves for space utilization of refrigerators and other items, etc.) to facilities staff and others on campus to ensure the labs were ready for use.

Carmen has multiple advanced degrees, including a strong background in statistics and research design as well as educational pedagogy. Carmen previously worked at ACC and taught introductory math. Due to that insight in pedagogy needs for introductory math, she “relates” to college students in the program and often is providing insight, understanding, empathy, and actual assistance to the students and faculty! She is an outstanding resource for the college and program. Due to her ability to understand new systems, as well as the administrative skills she has achieved over the years, she often assists other administrative assistants in the college and research coordinators with things that are not always part of her job duties. She simply does it to “help others” get the job done. She is a wonderful example of Texas State generosity.

Congratulations, Carmen, on your dedication and hard work!



Texas State Quarterly Team Award

JC Kellam 11th Floor Upgrade Team

The May Texas State Quarterly Team Award was presented to the JC Kellam 11th Floor Upgrade Team. The team members include: Facilities Operations-Doug Bynum, Brian McKay, Lisa Walker, John Albert Perez, Lee Torres, Gregory Hode, Marcos Martinez III, Brian Rabel, Tommy Daugherty, Cranz Greenwood, John Hunnicutt, Richard Kelsey, Mike Machado, Woody Mendoza and Jeremy Rodriguez. IT Assistance Center-Benjamin Rogers, Jenn Johnson and Jen LaGrange. Learning Spaces-Debra Bilbrey, Benjamin Carroll, Lauren Clooney, Christopher Dean, Edward Ellis-Lai, Atkins Fleming, Meagan Florence, Jarrett Hand, Daniel Henderson, Kodi Klemann, Ray Medina-Padilla, Steven Ness, Jacob Neve, Stephen Peacock, Lianna Recio, Brian Shanks, Julian Sherlock, and Esmerelda Zamora. Materials Management and Logistics-Jose Bravo, Justin Crayton, Frank Gonzalez, Estevan Guterriez, Alec Lucio, Arturo Pineda, Johnny Rayos, Richard Selvera and David Vasquez. Network Operations-

Eddie De La Rosa and John Martell. VPFSS Office-Anna Edmonds and Patricia Prado. VPIT Office-Christie Stampley.

The immediate service was provided for the VPFSS department, as they are the owners on record of the JCK 1100 space. Ultimately, however, all faculty and staff that utilize the space are the beneficiaries of the work completed in this area.

This one-time project came about when it was determined that an upgrade to the Audio/Video equipment in this space was needed to help facilitate a higher quality audio/video production for the hundreds of events, meetings and trainings held in this space every year.

Accomplishments include:

- An upgraded, high-definition video system that includes a new laser projector and a new, larger motorized projection screen.

- An upgraded audio system that includes the replacement of 16 ceiling speakers and the addition of 4 new speakers in the JCK 1100 “lounge” area behind the projection screen wall.
- The addition of software-based video conferencing capabilities which includes a presenter-facing PTZ camera.
- The addition of an ADA-compliant media cabinet that can be raised or lowered electronically to accommodate an individual’s needs.

The idea to upgrade the A/V equipment in JCK 1100 began in the Fall 2018 semester. After several meetings between Learning Spaces and the key stakeholders, an A/V functional specification document was created and ultimately approved by VPFSS on January 15, 2019. Normally taking a project of this size from functional spec to full design and ultimately fully installed would be a 4 to 6-month process, however, after several discussions, it was determined that Spring Break 2019 would provide the best time for the work on this project to be done (3/11/19 – 3/22/19). What this meant was that this project would have to happen in ONLY 2 months (which is less than half the time it would normally take).

This project was a huge undertaking that was completed on an accelerated timeline of 2 months. This would not have been successful without the participation of all team members that were nominated.

By keeping this project fully “in-house,” tens of thousands of dollars were saved for the VPFSS department and for the university as a whole. Upgrading the equipment in this space benefits

anyone and everyone who ever holds an event or attends an event in this location. Audience members in this space can now see the text on the projection screen from farther back in the room with greater brightness, clarity, and overall image size. Audience members will now have a much easier time hearing the presenters in the space as key audio upgrades and settings were put in place to enhance intelligibility. Finally, with the addition of a PTZ camera in the space, attendance at remote locations is now possible utilizing Zoom (i.e., Professional development can happen in this space between SM and RR, etc.).

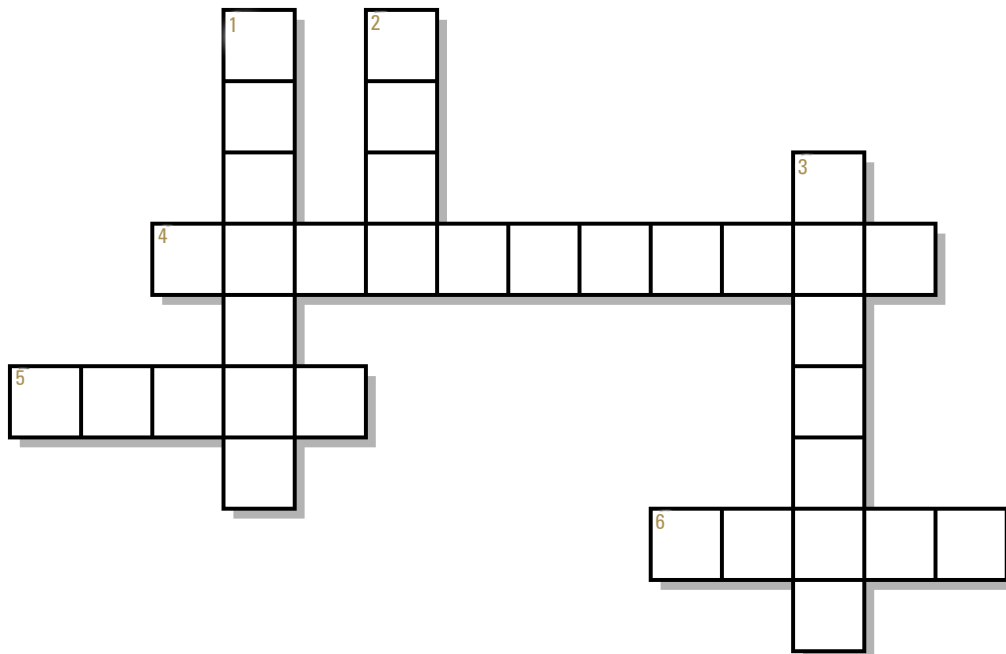
This “simple” Audio/Video equipment upgrade project turned into a monster project for many reasons, including:

- Time and budget constraints – project completed in 2 months instead of 4-6 months.
- Physical issues - namely getting an almost 15’ long projection screen up to the 11th floor of a building that has no freight elevator and whose stairways have low, overhead obstructions.
- Coordinating amongst a large team that encompassed 2 divisions, 8 departments, and 50 individual university personnel. Each department had a specific job to undertake and everything had to happen on schedule for this to be a successful project.
- The joint team that accomplished this project successfully overcame these and many other smaller hurdles to successfully complete these upgrades in an extremely high-utilized VIP space.

Congratulations to the 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 July 12th. Five random puzzle winners with all the correct answers will receive a prize from HR!



ACROSS

4 Faculty & Academic Resources will host a new faculty _____ on August 21.

5 One blood donation can save up to _____ lives.

6 Performance _____ are due July 31.

DOWN

1 Within the new Organizational Development and Communications website, "workshops" have been renamed to _____.

2 Summer insurance enrollment is your chance to make changes to your benefits without a qualifying _____ event.

3 The FY 2020 _____ schedule was recently announced.



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