A LETTER FROM THE AVP
By Juan Guerra

TEAMWORK – does it matter? Let’s consider what Michael Jordan, 6-time NBA champion and successful businessman once said, “Talent wins games, but teamwork and intelligence win championships." This is true no matter what team you’re on; whether you’re on a basketball team or the university team, teamwork is vital to the overall success of the organization.

First, let’s review the Texas State University mission statement that sets the stage for our team:

Texas State University is a public, student-centered, Emerging Research University dedicated to excellence in serving the educational needs of the diverse population of Texas and the world beyond.

This is our mission, and the people of Texas State University understand it and are willing to work together as a team to achieve it. Everyone from the President to a new hire filling an entry-level position is an essential member of that team and plays a vital role in contributing to the overall success of the university such as: Texas State University being designated as an Emerging Tier I Research Institution as it moves towards becoming a National Research University; Texas State recently receiving a $15 million grant from NASA that will be used to prepare educators to teach science, technology, engineering, and math; having the fourth largest student enrollment of public universities in Texas while maintaining retention and graduation rates that are among the highest in Texas; being designated as a Hispanic Serving Institution; and moving up to FBS status a couple of years ago. These are but a few examples of the many successes the university has realized due to exceptional teamwork.

Each of you brings individual strengths, skills and talent essential to Facilities and the university team. From cleaning the grounds and buildings so they make a positive impression to making sure we have reliable steam and hot/cold water service and air conditioning in our buildings. From maintaining the lights, elevators and restrooms so we can all safely and effectively accomplish our tasks to planning, designing, constructing, maintaining and operating heavily utilized equipment and buildings. The Facilities team effort to “Make a Difference” at Texas State has been stupendous due to your dedication and hard work. Your contributions make a difference and enable Texas State University to be a premier institution.

Teamwork matters and you should all be proud, as I am, of the fact that you are part of a vibrant team working together to ensure the success of Texas State and our 36,790 students. Have a wonderful Holiday Season, and stay safe as you welcome in 2015.
I would like to thank all the staff members who participated in the recently completed APPA Facilities Management Evaluation Program (FMEP). The FMEP is a peer review conducted by APPA, the professional association whose mission is to develop Leadership in Educational Facilities. The evaluation consisted of three parts: a comprehensive self-assessment, a site visit and a written report.

The self-assessment reviewed eight areas, including Leadership, Strategic and Operational Planning, Customer Focus, Assessment and Information Analysis, Development and Management of Human Resources, Process Management, Performance Results, and other considerations. Our 63-page self-assessment outlined our efforts, strengths and areas for improvement in each of the eight areas. The self-assessment was provided to the FMEP evaluation team prior to their visit to the campus.

The FMEP evaluation team was made up of four (current or former) Senior Facilities Officers from peer institutions across the United States. During their four-day site visit, the team interviewed over 120 personnel from across campus including 78 from Facilities. The personnel interviewed were from all levels within the University, and in organizations across the campus community; from President Trauth all the way to front-line staff in the shops. The site visit had several key functions including validation of our self-assessment, checking our customer focus, and confirming that our efforts are in alignment with the University Strategic Plan.

The team provided their draft report and will be finalizing it in the coming weeks. The draft report stated that during interviews with the campus community including campus customers and high-level university administration leaders, the team “found a high degree of customer satisfaction with the overall services provided by Facilities.” They also found that the Facilities Department “had distinguished itself by the manner in which it has aligned the big-picture of the institution while at the same time continuing to be the champion for campus facility needs”. They concluded the report by saying “the review team found a Facilities organization that is focused on successfully accomplishing its mission.”

As with any evaluation the team found areas for improvement. Some of the recommendations will be easy to implement, and others will take time and additional resources. I am working with Mr. Guerra and the Directors to develop an action plan to address the recommendations and to continue our self-improvement efforts. We will keep you posted on our progress on these efforts.

Bottom line: we are doing a great job, and the team felt the Texas State University Facilities team would be competitive for the APPA Award for Excellence in Facilities Management. More news on that to follow in future newsletters!
TECH CORNER
By Andrea Paxton

“What do I do with my computer at the end of the day?”

Since starting in my current position with the Facilities department at Texas State University, I have had several people ask me that question. After giving my recommendation, I have had various responses but mostly, “that is not what I have been told.” Let me attempt to clear up the confusion.

You should be closing all programs and choosing to restart your computer every day before you leave. As for your monitor(s), you can turn those off to help conserve energy consumption. If you have a wireless mouse, it is best to turn it off on Friday before leaving for the weekend to save the battery life. All computers (CPU) should be left on overnight for updates the University pushes out. These updates are silent and do not prompt you to reboot to complete the installation process. By restarting every day, you will ensure the update process completes.

At the bare minimum, you should restart your computer once a week. In this situation, locking your computer overnight is recommended. Any files from the share drive (S), must be saved and closed prior to leaving for the day. If files are left open, there is a possibility the share drive will not complete the backup process overnight.

If you have laptop(s) that are not used on a daily basis, they need to be plugged into the network and turned on to receive updates and stay current in the Active Directory. The update process lasts about 2 hours and should be done at the beginning of each month.

As always, if you have any questions, we are here with answers.

SPOTLIGHT ON SAFETY
Bryan Brassell, Roy Eastwood, and Kurtis Crockett were selected as recipients of the Quarterly Team Safety Award for the third quarter of 2014. Congratulations! (L-R, Bryan Brassell, Roy Eastwood, Kurtis Crockett, and Associate VP Juan Guerra)

SUPERVISORS… Have you heard?
There is a new and improved version of the Quarterly Team Safety Award Nomination Form. Due to issues saving and printing the previous version, the form was converted to a fillable PDF. Simply download and open the new form in Adobe Acrobat and when finished you can save, print, or e-mail to your Director. It’s posted in the same location as the previous form on the Facilities Safety Committee website. Now get to nominating, so we can recognize the hard-working, safety conscience folks here in Facilities!
**SPRING LAKE**  
By Michael Petty

Our neighbor next door has quite a history worth recalling and sharing with others. In 2012, we embarked on the task of “restoring the peninsula.” This task is complete, but the history prior to our arrival is the most interesting of all.

The San Marcos Springs are the second largest artesian springs in the Western United States, home to eight listed endangered species, and historically one of the oldest continuously inhabited sites by human beings in North America. Think about that for a minute; that is amazing!

San Marcos Springs, which flows from the Edwards Aquifer, is one of the largest, continuously flowing springs in North America. That is a lot of water. Spring Lake was created in 1849 by the construction of a dam. Aquarena Theme Park opened in 1950 featuring glass bottom boats, a swimming pig, and at the time, the world’s only submarine theatre. By 1960, the park was the 3rd most popular tourist attraction in Texas, but by 1985, regional attractions severely reduced visitors to the Park. The University purchased the Park in 1994 and refocused its purpose to conservation education. The restoration project removed the structures, enhanced ongoing conservation education, and continues to enhance protection of the unique ecosystems found at the lake.

The overall project restored in-stream river habitats, wetland resources, water quality conditions, and bottomland communities to benefit resident and migratory wildlife at Spring Lake. The project proceeded with minimal impact to natural and cultural resources. Texas State is responsible for the ongoing operation and maintenance of the project site.

The Center for Archaeological Studies at Texas State coordinated state and federal regulatory compliance concerning the impact of the known and yet-unknown cultural and historical artifacts. Archaeological records show that people occupied Spring Lake from Clovis to Spanish Colonial for 13,000 years, making the site unique in all of North America. Areas of undamaged deposits were carefully monitored to minimize or avoid negative impacts during the project. Efforts to analyze and present surviving artifacts bring the total understanding of Spring Lake up to date with respect to all previous studies. As a result of this project, Spring Lake is well suited for future archeological research. Additionally, notable groups like early Paleo-Indian occupations and the largest precisely-dated record of Bison exploitation in North America are now available and will shape ongoing and future research at the site and across the region.
Fermin Torrez graduates from APPA's Facilities Management Institute. Pictured (Left to Right) are Lynne Finn, South Dakota State; Jay Kingel, U of Virginia; Fermin Torrez, Texas State University; E. Lander Medlin (Executive Vice President, APPA). Fermin graduated in Orlando at the September APPA meeting after 4 years of coursework. Congratulations, Fermin!

Kudos to MaryAnn, who serves on the National Association of Educational Office Professionals (NAEOP) Board of Directors.

September 1, 2014
To Whom It May Concern:

I am pleased to announce that MaryAnn Hollingsworth holds the position of South Central Area Director and Awards Chairman for the 2014 – 2015 membership year of the National Association of Educational Office Professionals (NAEOP). She was installed on the NAEOP Board of Directors during the 80th Annual Meeting held in Portland, Oregon on July 17, 2014.

I’m certain you are very proud of MaryAnn’s accomplishments and I have every confidence that she will serve NAEOP with dignity and grace during her tenure as a member of the 2014 – 2015 NAEOP Board of Directors.

One of my goals as President of NAEOP is to continue the tradition of offering professional development programs, award scholarships, encourage members to continue their education through our Professional Standards Program, and encourage networking opportunities. I’m sure you will agree that MaryAnn will promote these ideals on behalf of NAEOP. However, this cannot be done without the support of her immediate supervisor and I would like to thank you in advance for your cooperation and for providing that support.

Sincerely,

Elizabeth A. Napolitano
CEO
NAEOP President 2014-2015

C: MaryAnn Hollingsworth, CEOE
Patricia Stelmach, NAEOP President Elect
Debbie Geib, NAEOP Executive Director
JUST IN TIME AWARD RECIPIENTS

Pictured above are Cara Nowotny (center) with Juan Guerra (left) and Michael Petty (right). Below are Lindsey Sinner and Gordie Green. Other JIT awardees not pictured include: Freddie Alonzo, Joel Bermea, Jason Boyd, Barry Buscha, Brad Daniels, Bill Gibbs, Gordie Green, Rodney Guerrero, Ana Hicks, MaryAnn Hollingsworth, Patsy Holtman, Kristin Kibling, Richard Medrano, Dario Mendoza, Robert Mercado, Gilbert Morales, Mike Rink, Richard Rodriguez, Michael Seelinger, Manny Villamuel, Kelly Vines, and Cindy Voigt. CONGRATULATIONS!
HOUSEKEEPING WEEK
By Kim Graves

In September, Custodial Operations celebrated its 21st annual Housekeeping Week. On Friday, September 19, the entire department spent the afternoon at Sunset Lanes and enjoyed bowling, burgers, and the annual Toilet Tissue Toss.

Big winners were Michael Contreras from the Midnight Stars evening shift, Eric Guerrero from the El Noche Knights night shift, and Iliana Camarillo from the Midnight Stars evening shift. Congratulations!

PAINT SHOP

The Paint Shop recently acquired a new striping machine. Here, the painters receive a quick lesson on how it works.

UPCOMING EVENTS

- November 27 & 28
  Thanksgiving Holidays

- December 12 & 13
  Commencement

- December 19
  Facilities Appreciation Luncheon

- December 22-January 2
  Winter Break

- January 19
  Martin Luther King, Jr. Day
WELLNESS
By Lisa Lloyd and Juan Guerra

Texas State University will be offering a 15-week pilot employee wellness program beginning January 12th. It will be free to all employees on the main campus and will include unlimited access to education classes, free swim at the aqua sports center, and group exercise classes held at different locations on the main campus. Using a lotto-type system, 100 pilot participants will be chosen to receive an Extended Package, which in addition to the activities described above, will include pre- and post-assessments, cooking demonstrations, membership to the Student Recreation Center during the 15-week pilot program period, and behavior change coaching.

Of particular interest to employees working at Facilities are specific class offerings in the Facilities Training Room. “Strength, Stretch, No Sweat” classes will be offered on Wednesdays at 4:30 PM and Thursdays at 8:30 AM. Education classes covering wellness topics, such as healthy eating and managing blood pressure and stress, will be offered at 1:00 PM the first Friday of every month. From 12:30 to 1:00 PM before the education classes on the first Friday of the month, Facilities employees registered to participate in the pilot program can stop by for a blood pressure check and weigh-in and receive feedback on their results. More information, including how to register, will be shared as it becomes available. Our goal is to begin the registration process by December 1 and keep it open throughout the pilot program, but you’ll need to register by December 15 if you want to be included in the lotto for the Extended Package.

You may contact Andrea Paxton (phone 5-1914, email amp131@txstate.edu) or Jose “Joe” Rodriguez (phone 5-8110, email jr19@txstate.edu) for more information about the pilot program.

Congratulations!
Evan James Sinner was welcomed by parents Lindsey and Michael Sinner at 7:50 a.m. on Wednesday, November 12, 2014. The precious little guy was 20” long and weighed in at a whopping 8 lbs. 13 oz.!
OUR ENVIRONMENT
By Sheri Lara

Due to the growth in population of the City of San Marcos, the City and Texas State University became regulated in December 2013 under the Municipal Separate Storm Sewer System (MS4) permit, a state mandated stormwater protection permit. The MS4 Permit requires the City and Texas State University to implement and maintain a Stormwater Management Program (SWMP). The City and University have separate permits and programs but we work closely to reduce the discharge of pollutants and protect storm water quality.

The permit regulates stormwater discharges from the entire campus, which is an expansion from our existing management programs which concentrated on construction sites. The permit has five required Minimum Control Measures (MCMs) that are addressed in the Stormwater Management Program.

- Public Education and Outreach and Involvement
- Illicit Discharge Detection and Elimination
- Construction Site Stormwater Runoff Control
- Post Construction Stormwater Management
- Pollution Prevention and Good Housekeeping

It is a team effort across many campus departments to ensure compliance and to implement the control measures. Utilities Operations is responsible for the maintenance of the campus system storm water underground pipes and drainage systems designed to prevent flooding and transport stormwater to waterways. Planning, Design and Construction is responsible for construction site control measures. Grounds, Campus Recreation and Athletics are responsible for the turf and landscape maintenance activities that could affect stormwater. Dining Services, Department of Housing Residence Life and Central Receiving also have to manage their activities that may affect stormwater discharges. Environmental, Health, Safety and Risk Management coordinates training, documentation and reporting for the campus.

Below are the key points you need to know.
- Stormwater flows into the nearest waterway (our rivers and creeks) and not to a wastewater treatment plant.
- The MS4 permit is a management program by Texas Commission on Environmental Quality (TCEQ) designed to manage quality and quantity of stormwater.
- Best Management Practices (BMPs) are natural or manmade features that slow down or treat the stormwater on its path to the outfalls to the rivers and creeks.

Keep in mind that the only thing that goes down storm drains is stormwater, not oil, pet waste, litter, leaves, etc. Each of us must do our part to protect our campus environment including discharges through our stormwater system.
Old Main

Old Main has gone through many storms over the years and has held its place of honor, but not without damages. This past year Old Main endured a well-deserved preservation facelift. Many bricks were replaced to match existing; the mortar re-pointed in an historical manner; limestone window sills replaced to match color and texture of existing pieces; windows removed and replaced maintaining the original profiles; and a new roof complete with lightning protection installed to return an earlier period. All of this work was completed while maintaining the appropriate respect for the building’s historical style and materials.

In November this year, the Board of Directors of Preservation Texas honored the restoration efforts by the University and presented Old Main with a 2014 Preservation Award.
NEW EMPLOYEES & PROMOTIONS

Facilities Planning, Design and Construction:
- Mark Cowan, 8/25/14 (New Hire) Construction Inspector
- Luiza Maal, 9/29/14 (New Hire) Construction Project Manager
- Danielle Elrod, 9/29/14 (New Hire) Accountant I
- Russell Hill, 10/6/2014 (New Hire) Construction Contract Administrator

Facilities Operations:
- William Brymer, 9/1/14 (New Hire) Electrician II (Night Crew)
- Eddie Camacho, 9/1/14 (Promotion) Electrician I
- David Smith, 9/1/14 (Promotion) Head Electrician
- Andres Vasquez, 9/15/14 (New Hire) Plumber I
- Troy Corbitt, 9/29/14 (New Hire) Electrician II
- James “Chris” Wilkerson, 10/20/14 (New Hire) Electrician II
- David Pelata, 10/27/14 (New Hire) Head Plumber

Utilities Operations:
- William Butler, 9/2/14 (Promotion) Plant Mechanic II
- Jason Gutierrez, 9/8/14 (New Hire) Distribution Electrician
- Eddie Brandon, 10/5/14 (Transfer) Plant Mechanic I
- Stephen Volk, 10/13/14 (Transfer) Distribution Electrician
- Stacia Moore, 11/3/14 (Transfer) Administrative Assistant III
- Mike Krouse, 11/3/14 (Transfer) Construction Contract Administrator

Grounds:
- Joaquin Martinez, 9/1/14 (Promotion) Head Recycling Waste Mgmt Wkr
- Jose Aquilar, 11/3/14 (New Hire) Head Grounds MW

Welcome and Congratulations!

Facilities Vision: Quality, Responsive Service: Making a Difference at Texas State

Facilities would like to thank all who contributed to this newsletter.