A LETTER FROM THE AVP
By Juan Guerra

As we wrap up the year and enjoy the upcoming break and holiday season with friends and family, I would like to thank each of you for your dedication and commitment to Texas State University and for all that you have helped accomplish across our campuses in 2015. I also wanted to give you a brief update on some recent activities and major events.

Texas State University’s success comes from an amazing group of Facilities employees working together to do amazing work. With a current student population of over 38,000 and a growing research enterprise, all of our buildings and utilities infrastructure are operating at or above capacity. The Facilities organization however, continues to provide exemplary service as a routine course of business.

Over the past few months, I was privileged to meet with the Deans of all the Colleges to review their priorities and upcoming requirements. At each meeting, I also provided a brief update of the accomplishments of our Facilities team and the Deans collectively expressed sincere appreciation for the superb support they and their programs have received from Facilities staff over the past year. These annual meetings are extremely productive and have given me and the Facilities leadership team a lot to consider and work on to continue to provide service that is responsive to the needs of our campus community.

This has also been a year of monumental challenges as we have responded to two major storm events that slammed the region and resulted in extensive flood damage to our San Marcos campus. The response from our Facilities team was absolutely stupendous. Recovery efforts were handled expeditiously after both floods and the campus was generally restored to full operations within a day or two. This is a testament to the dedication and commitment all of you demonstrate not only when you’re responding to an emergency situation but also on a daily basis when you’re working on a routine task.

I would like to personally thank each of you for your steadfast dedication to our academic and research missions and to the students we’re here to serve. I wish you a happy and safe holiday and look forward to great things to come in 2016.
ROGERS SPRING LAKE PARK HOTEL
By Mark Cowan

At the head of the San Marcos River stands a reminder of the once thriving tourist industry in San Marcos. The Rogers Spring Lake Hotel, now known as “Spring Lake Hall,” was the brainchild of San Marcos developer Arthur B. Rogers.

The headwaters of the beautiful river that gives the town its name has long been a gathering place for travelers, from the Native Americans who camped along its shores to the Spanish missionaries and soldiers for whom the river was a jumping off point for travels up the El Camino Real. With the coming of the railroads and increasing affluence in the late 19th century, travel for personal amusement became increasingly accessible. The San Marcos Chautauqua Hill Tabernacle, located near where Old Main now stands, provided an early venue for public speakers and musicians, attracting crowds from across the state eager to expand their minds while relaxing their bodies in the park-like surroundings afforded by the riverside location. With the founding of the college, students and faculty likewise sought pastoral respite swimming, fishing or boating in the river or hiking along the shores of Spring Lake to the river’s source.

Where others saw an escape from the rigors of work or school, A. B. Rogers saw opportunity. From a background selling caskets, Mr. Rogers jumped into tourism in 1911, buying a riverside farm and converting it into Rogers Park, now Rio Vista Park, before turning his eye to a local hole in the ground which he developed as Wonder Cave. In 1926 he took perhaps his greatest plunge and purchased 125 acres containing Spring Lake from the San Marcos Utility Company. Within a year he opened a golf course and in 1929 the Rogers Spring Lake Hotel was premiered amid much hoopla.

The new hotel featured a rooftop dance floor that could hold 600 persons and multilevel terraces surrounding the springs, which had themselves been dredged to create a concrete-lined swimming pool, “one of the finest and largest in the South” featuring diving boards, trapezes, inflatable horses and a toboggan slide. Thousands of yards of stone had been blasted from the hillside. More than 5,000 sacks of cement went into the construction, along with railway car loads of steel, millwork and brick. Boathouses and a speedboat landing were provided and walking trails were developed to take advantage of the views. A lunch counter off the hotel’s lobby catered to golfers as well as guests of the hotel.

A.B. Rogers’ vision was excellent but his timing was not. That autumn the Wall Street Crash of 1929 hit the nation, robbing Rogers of much of his potential clientele. Plans for additional floors, motor cottages and camp grounds came to a halt. After World War II it was his son, Paul Rogers who led the way for further development with glass bottom boats, Aquarena, and a swimming pig named Ralph. The old hotel now stands as a monument to the entrepreneurial spirit which, along with the University, helped to put San Marcos on the map.
W-2 ONLINE ELECTION (PAPERLESS DELIVERY) OF YOUR 2015 W-2 FORM

The University has changed the W-2 process, so if you want to receive your W-2 online, you will need to opt in again. The SAP Portal will now provide your annual W-2 forms. All employees should elect online (paperless) delivery. Instructions are available on the Payroll website at www.txstate.edu/payroll. Below is a summary of the steps:

- Log in to the SAP Portal
- Click on Employee Self Services
- Click on Payroll
- Click on “Election for Online W-2”
- Choose “Receive form W-/W-2c only via online service”
- Click Save (Note: if you forget to do this, you will need to repeat above steps)

The deadline for electing online (paperless) delivery is December 31, 2015!

FOR YOUR READING PLEASURE

Written by our very own Connie Brownson, Administrative Assistant, in Facilities Ops!

FACILITIES CORE VALUES

In pursuing our mission, we, the staff of the Texas State University Facilities organization, are guided by a shared collection of values. Specifically, we value:

Service: We are committed to excellence in the provision of our services and professional interactions with our customers.

Teamwork: We strive for continuous improvement through innovation, collaboration and dialogue with the Campus Community in support of the university’s goals and mission.

Accountability: We are responsible for our actions and will conduct business in an ethical and honest manner in compliance with all University Policies, and Federal, State and Local laws and regulations.

Respect: We treat each other with respect and dignity and place equal value on every individual.

Stewardship: We are conscientious stewards of the resources entrusted to us:
- Personnel: We take care of our people, ensuring that they are given the opportunity for professional growth and to work in a safe and welcoming environment.
- Assets (Physical and Fiscal): We will do our utmost to maintain the University’s physical assets and do so in a fiscally responsible manner.
- Environment: We will protect our sensitive environment.
ECO-CONSCIOUS SUPPLIES

BY SHERI LARA

You may wonder how to be more environmentally conscious at work and home. We make an impact with our choices in the products we purchase. In November, I attended a presentation given by Staples, Inc. corporate sustainability team to Texas State University. Through the TSUS Marketplace system, Texas State University purchases a very large volume of office supplies. Eco-conscious product choices are available for many products including pens, ink cartridges, paper supplies, chairs, food, break room supplies, and office machines. By simply searching for “Recycled”, “Eco-conscious” and “Eco-friendly” and “Green,” you can find products that have a similar cost, same function and supports the sustainability initiatives at Texas State University.

Did you know that there is sugarcane based paper? It is made from 95 percent sugarcane fibers. Only two processing plants exist in the world today, but next year a plant will be on line in the U.S.

Bamboo is another sustainable plant that is made into furniture, flooring, clothes, sheets, and towels.

Corrugated cardboard is made from wood pulp. Used boxes are recycled into product packaging, display boards, new boxes with recycled content, chairs, and decorative items. Cardboard has one of the highest recycling systems in place. Mario Garza, Supervisor at Recycling and Waste Management, definitely wants your unused boxes. Mr. Garza enters the University in a campus corrugated cardboard recycling contest every year.

Home cleaning supplies can be simple, effective, inexpensive and Eco-conscious. It is amazing what can be cleaned with a mixture of vinegar and water. On the same note, citrus based pre-mixed cleaners do a great job. Use dish and laundry soap that do not contain phosphates. If your nose or skin is sensitive, choose fragrance-free. Finally, baking soda has too many old school cleaning uses to name here: http://www.goodhousekeeping.com/home/cleaning/tips/a25577/baking-soda-cleaning-uses/

We can all keep increasing our Eco-conscious choices by purchasing recycled products, e.g. plastic, cardboard, and paper.
Staples provided Texas State University Eco-conscious purchasing data from January through September 2015 below:

**Definitions and Notes:**

**Paper products:** Products wholly composed (except for minor parts) of any grade of paper. Paper based categories include copy papers, legal pads, notebooks, filing, post-it notes, envelopes, boxes, paper towels, tissue, etc.

**Any eco features:** Products that meet one or more of the environmental attributes that Staples tracks in our systems based on information provided by suppliers. This includes recycled or remanufactured content, numerous environmental certifications or standards, and other environmental design elements (refillable, bio-based content, etc.)

**Basic eco features:** Tend to be more common features among products in the industry. Specifically, products that contain less than 30% post-consumer content; meet less comprehensive certifications or features (SFI, AP nontoxic, Indoor Advantage certified, Greenguard certified), or have more common designs (refillable pens, solar powered calculators, etc.)

**Advanced eco features:** Meet leading environmental standards or features: 30%+ post-consumer recycled; remanufactured; certified to one of the following leading standards (Forest Stewardship Council®, Green Seal™, EPA Design for the Environment, ENERGY STAR®, EPEAT, BPI compostable, USDA Organic, Rainforest Alliance Certified™, Fair Trade Certified™, Level®, or Cradle to Cradle™) or contain >= 30% bio-based plastics or agricultural residues.

**No eco features:** Products that do not contain any environmental features tracked by Staples. Some products in this category may have environmental attributes that cannot be captured by Staples or are not reported by the supplier.

Please note that all information in this report is based on supplier provided and maintained information. Staples strives to work with suppliers to ensure their claims are accurate and expect that suppliers can substantiate their claims to Staples and our customers. Project-specific furniture, gift cards, special order products, and certain non-stock procurement and wholesaler sourced items are excluded from this report.
2ND QUARTER FACILITIES TEAM SAFETY AWARD

The Team Safety Award for the 2nd quarter of 2015 was presented to Harry Gonzales and Larry Mutschler. Presenting the award are Juan Guerra and Elizabeth Welch. The team created a “double containment” condition for chemical vessels and for hoses to move the chemicals from one point to another. This team went above and beyond to eliminate the potential for chemical exposure by using proper PPE and establishing a new safety protocol.

3RD QUARTER FACILITIES TEAM SAFETY AWARD

Members of the team receiving the Safety Award for the 3rd quarter are David Wyly, Michael Ramirez (not present for photo), Kevin Ryan, Jesse Gomez, AJ McMillan, Larry Martinez, Leon Castano, and Jerry Cochran. Presenting the award are Nathan Lawrence and Mr. Juan Guerra. The team investigated and found a steam trap that was malfunctioning, performed a hazard analysis, developed a plan, and resolved the problem in an environment that was inhospitable, exposing them to extreme temperatures. In addition, they identified that installing a ventilation in the crawl space would mitigate this potential hazard in the future.

SAFETY CORNER

Please note these recent changes to the Safety Committee:

- Nathan Lawrence took over the reins from Beth Welch as Chairperson in September.
- Fermin Torrez will be taking over for Brian McKay as the Safety Committee Advisor in January.

Thank you Brian and Beth for your service on the Safety Committee!
WELLNESS CORNER

SPRING WELLNESS MEETINGS - Facilities shops can select any topic or topics below and propose a date for the presentation by Dr. Janet Bezner or Andrew Longoria. Shops can open up the session to employees from other shops. Dr. Bezner has offered to come in monthly to lead exercise sessions to promote skill in learning the movements. Topics include:

1. Low impact exercise (Tai Chi or Strength, Stretch, No Sweat; exercise that can be done in work clothes)
2. Nutrition—Ideas for making meals healthier (lunch and breakfast) and cooking foods healthier
3. Nutrition—How to stay hydrated
4. Proper body mechanics to avoid stress on the body / injury prevention
5. Desk fitness and workout routines at work/lunch/after work at home
6. Setting up your work environment to protect your body
7. Circuit training in your shop

Contact Dr. Bezner to set up and schedule a session. Phone: 245-2109 or email jb25@txstate.edu.

WELCOME!
GUNNER REID RODRIGUEZ

Ana Hick’s (Facilities Management Warehouse) new grandson was born October 28, 2015. He weighed in at 7 lbs., 10 oz., and was 21” long. His parents are Heather and Marc Rodriguez.

WAY TO GO!

Kudos to Margie Flores, Custodian, for a job well done!
Cheryl Contreras, Dept. of Marketing, is glad to have you in the McCoy Building.

INTERNATIONAL HOUSEKEEPERS WEEK
SEPTEMBER 2015

Custodial Operations celebrated with a fun luncheon, bowling, and games. Blanco Castillo (left) is seen here “shooting” in the toilet toss. On the right, Connie Hughes, Steve Williams, & Sally Harris were rewarded with beautiful roses for the hard work in the Agriculture Building.
Facilities – Texas State University – DECEMBER 2015

JUST IN TIME AWARDS

The following Facilities employees received Just in Time Awards this quarter:

**From Grounds:**
- Jay Cody
- Mario Garza
- Joyce Phillips
- Joe Rodriguez
- David Sanchez

**From Custodial:**
- Rodney Guerrero
- Jeremy Nybro
- Phillip Williams

**From Facilities Ops.:**
- Terry Taylor
- Rose Barry-Pryor
- Jon Gaddis
- Ann Huebner
- Phlatt McLean

**From Facilities Mgt.:**
- Rose Barry-Pryor
- Jon Gaddis
- Ann Huebner
- Phlatt McLean

**From FPD&C:**
- Erica Anderson
- Jason Boyd
- Bonnie Corkran
- Danielle Elrod
- Patsy Holtman
- Elizabeth Mendez
- Joe Murphy
- Cara Nowotny
- Pascuala Roque
- Scott Rouse
- Bob Stafford

THANK YOU FOR YOUR CONTRIBUTIONS!

PROMOTIONS AND TRANSFERS

- Oscar Trevino was promoted from Custodian to Facilities Maintenance Worker I in Facilities Operations.
- Billy Bailey was promoted from Carpenter I to Head Carpenter in Facilities Operations.

CONGRATULATIONS TO EVERYONE!

Tech Corner

**Internet Explorer 11 Upgrade**

Microsoft has announced that support for Internet Explorer (IE) 9 and 10 will end in January 2016. For this reason, Texas State University will send out an upgrade to all State-owned and managed Windows computers upgrading to IE 11 on December 16, 2015. It is important that you not shut down your computer at night or on the weekends so that the ITAC updates will install automatically on your computer. It is not necessary to wait until December 16 to use IE 11. Follow these instructions to upgrade today. Get started upgrading to Internet Explorer 11 today.

**Please NOTE:** ITAC has certified IE 11 to properly function with our key Texas State online services. However, some websites may need to run in compatibility view. Learn how to enable Compatibility View on Internet Explorer.

**Microsoft Office 2016**

Texas State has added access for Microsoft Office 2016 through the Software Center. Please note that Microsoft Office 2016 has new themes, expanded templates, and new features. To get MS Office 2016, please see these instructions: Get started upgrading to Microsoft Office 2016.

MS Office 2016 is compatible with documents created in Office 2013, 2010, 2007, and Office 365. Customers using earlier versions of Office may need to download and install a compatibility pack. At this time, Office 365 is allowed for personal use only. Click here for download options.
FOCUS ON GROUNDS & WASTE MANAGEMENT

On Sunday, November 1, 2015, a team of 22 members of Grounds & Waste Management converged on Sewell Park, the bridge over the San Marcos River and adjacent areas to clean up after the recent Halloween flood. For this effort, the group was awarded the Texas State Quarterly Team Recognition Award! This effort required closing off Aquarena Springs Drive, Sessom Drive, and University Drive for that Sunday morning and early afternoon. Sixty cubic yards of debris was collected by hand and hauled with equipment, most of which was vegetation from Spring Lake and the slough. There were also lots of tree limbs and other miscellaneous debris from the flood. Three truckloads of mud collected was also removed. All of this was prevented from entering back into the San Marcos River.

By Monday morning – three days after this historic flood – this flood damaged area was restored to its normal appearance and people passing through this area saw our campus as it normally is... beautiful!

The “boots on the ground” included Baldemar Zuniga, Rolando Bolanos, Bentura Vargas, Brad Harrison, David Pardo, Arnold Hernandez, Albert Gomez, Larry Peralez, Larry Peralez Jr, Jackie Tweedell, Ruben Juarez, Ray Reyes, Adrian Castilleja, Greg Sanchez, Robert DeLeon, Sam Perez, Raymond Martinez, Bobby DeLeon, Nathan Lawrence, David Sambrano, Jay Cody and Brad Smith. There were others involved in support of this effort (thank you to Joyce and Mario) who were not present on Sunday but whose contributions were critical to our success.

Undertakings of this size are not uncommon for Grounds and Waste Management. From cleaning up after previous floods, opening up sidewalks that are iced over, removing fallen trees, to preparing for the many special events on our campus, the Department is a very cohesive group that can get a lot of work done in a short amount of time. When people come to our campus, our grounds are what make the first impression and, by most accounts, that’s a very good impression indeed! Grounds & Waste Management staff take a lot of pride in their work and it shows!

CONGRATULATIONS!
**UPCOMING EVENTS**

- **December 6**  
  Hanukkah begins

- **December 18**  
  Facilities’ Holiday Luncheon & Awards Ceremony

- **December 21**  
  Winter begins

- **December 23 – January 3**  
  University closed for holiday break

- **December 25**  
  Christmas

- **December 26**  
  Kwanzaa begins

- **January 1**  
  New Year’s Day

- **January 4**  
  Administrative Offices reopen

- **January 18**  
  MLK holiday

- **January 19**  
  First class day of Spring Semester

- **January 21**  
  Brown Bag Lunch w/Mr. Algoe

- **February 2**  
  Groundhog Day

- **February 8**  
  Chinese New Year

- **February 10**  
  Ash Wednesday

- **February 14**  
  Valentine’s Day

- **February 15**  
  President’s Day

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**CONGRATULATIONS!**

Twelve candidates out of over 100 applications were chosen to attend the 13 week, first ever, Citizen’s Police Academy. Among the first twelve to graduate were our own Kim Graves, AJ McMillan and Sheri Lara November 29, 2015 at the Teaching Theatre in the LBJ Student Center. The class, made up of faculty, staff and students pioneered the way for an exciting 13 week course covering everything from ethics, search and seizure, FBI, SWAT, policing in a university environment to Krav Maga. The class was such a success that Joanne Smith, VP for Student Affairs surprised all at the graduation ceremony by committing to fund the program as long as she remained in her position at Texas State University. For more information, see [http://www.police.txstate.edu/Services/Citizens-Police-Academy.html](http://www.police.txstate.edu/Services/Citizens-Police-Academy.html)

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**WAY TO GO!**

Upon returning from facilitating another Supervisor’s Toolkit in Greeley, Colorado, Kim Graves received her final credentials from APPA to become a fully certified “Toolkit” facilitator. After going through the 4-day course as a participant, Kim applied to become a facilitator. She then had to work with Senior Facilitators in New Mexico, Kansas and Missouri to learn the job and finally in Colorado to perform for APPA’s judge to obtain her credentials. Over the last year she has also been participating on a focus group revamping the entire workshop and was able to introduce one of the new modules in Colorado. Congratulations, Kim!

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**Quality, Responsive Service: Making a Difference at Texas State**

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