Lifting Techniques

(Continued from page 7)

1. Sniff the lifting motion before you lift and think about the motion before you lift. Focus on keeping your spine straight.
2. Lift with your legs. Your legs are many times stronger than your back muscles. Lower to the ground by bending your knees, not your back. Keeping your eyes focused up helps to keep your back straight.

Six Key Tenets:

• Dedicate time to learning about the diversity surrounding us.
• Appreciate our differences and similarities by exploring the cultural celebrations and significant life events of others.
• Build connections with those we don’t usually get the opportunity to know.
• Include everyone. Each of us represents unique dimensions of diversity. Our uniqueness is our difference.
• Recognize that one person does not represent an entire group – great variation exists within all groups.
• Realize that we each have the power to create a better world by reaching out across differences one person at a time.

- Presented by FSS Diversity Team

Celebrate Diversity

“Each morning when I open my eyes I say to myself: I, not events, have the power to make me happy or unhappy today. I can choose which it shall be. Yesterday is dead, tomorrow hasn’t arrived yet. I have just one day, today, and I’m going to be happy in it.”

- Groucho Marx

Did You Know?

• Laughing lowers levels of stress hormones and strengthens the immune system. Six per (60) laugh an average of 300 times a day. Adults only laugh 18 to 100 times a day.
• Dalmatians are born without spots.
• Cats always turn left when exiting a cave.

Quick tips on how to lift:

• Get a good grip.
• Bend your knees.
• Establish stable base of support.
• Realize that we each have the power to create a better world by reaching out across differences one person at a time.

Did You Know?

• The lion that roars in the MGM logo was built in 1903, and used a tomato can for a car. Annoy the MGM logo has been named Volney.
• You’re hearing the sound of one hand clapping.
• The cost in tuition and fees to a student taking 15 hours per semester, 30 for the fall, at Texas State next year will be $6,994. This amount has increased significantly since 2003 when the Legislature reduced the rate of tuition..
• The total rate of tuition is $225. When you get your October 1, 2008, pay check, even though we all might wish it could be higher, thank the students and their families. They are the ones making it possible.

Did You Know?

• The $450,000 cost of this pay raise translates into an increase in the rate of tuition in the amount of $7.50 per semester credit hour. For a student taking 15 hours each semester for the fall and spring, it amounts to an increase in their bill of $225. When setting the total rate of tuition to be charged, we also have to take into account increasing utility costs, the impact of inflation on operating budgets and the start-up costs associated with new academic degree programs.

VPFSS Brown Bag

Have an idea...a question...a concern? Bill Nance will visit offices for his monthly Brown Bag sessions on the following dates.

Wednesday, April 9
ID Services & University Bookstore
11:30am - 12:30pm

Thursday, May 8
Print & Mail Services
11:00am - 12:30pm

Wednesday, June 4
Grounds Operations
12:00pm - 1:00pm
CTMC Hosts “HealthCheck”  
Central Texas Medical Center is planning their 22nd annual HealthCheck event: an effective way to provide early detection, prevention of potentially serious health issues, along with education about healthy living.

The event offers a variety of health screenings including height/weight, pulmonary function, body fat, blood cell counts, pressure, vision, diabetes testing and more.

A range of information will also be available regarding wellness, healthy lifestyle, disease prevention, and general health issues. 

HealthCheck will be held on Thursday, April 24, from 7:00am to 6:00pm at Central Texas Medical Center, 3rd level and non-acute department graduate student. Rose is also responsible for the processing of the hourly, temporary staff appointments.

Lisa Vlekis, Human Resources Analyst.

Responsibility for the processing of the hourly student worker appointments.

Bobbi Brandenburg and Rosana Weaver, Human Resources Analysts, stand by the Bobcat Rex, Accounts Payable, with a cake for all their assistance.

Sherry Benn commends Ashley Crow of Human Resources for being so helpful through the process of selecting a new PCR on the Health Sciences campus. Sherry also notes that Ashley’s customer service is amazing. Job well done!

Nicole Delgado, Custodial Operations, was praised by Damara Fornera for doing such a wonderful job of cleaning in the Management Department. Great work!

Priscilla Acosta, Human Resources, appreciates her opportunity to send an appreciation to Nicole Delgado for doing a great job of cleaning in the Management Department and completing it in a timely manner.

Olivia Espinoza, Debbie Gates, Dora Rodriguez, and Steve Williams, Custodial Operations, received congratulations by the Director of the MDC for their hard work and dedication in cleaning the JCK building. Dora and Steve were each given a $25 gift card for their commitment.

CTMC Hosts “HealthCheck”  
Frame - With Proper Lifting Techniques

Back injuries are a leading cause of lost work time related injury in the United States. Improper lifting is the leading cause of injury back injuries. In addition to back injuries, improper lifting can also cause injuries to arms and legs. Proper lifting techniques can cause both acute injury and have serious chronic effects. It is important that all individuals regardless of where they work and what their normal daily functions are use proper lifting techniques to help avoid injuring themselves.

To help you recognize what you may be doing wrong, the following are the most common mistakes taken in lifting:

Wrong Muscles
Using the back muscles, instead of using your leg and buttock muscles, you should always bend your knees when lifting heavy objects and keep your back vertical when bending down and lifting something.

Distance of Object
Lifting an object too far from the body can cause injuries. Get close to what you are lifting, it decreases the pressure on your spine. Try to move with the center of the weight no more than 8 inches from your body, then lift the object with a straight back using your leg and buttock muscles.

Twisting While Lifting
Twisting while lifting adds more force to your back which can result in serious injury. If you must turn while lifting, pivot your feet instead of twisting your body. Always use your footing a sudden change in footing or a trip can cause enormous strain to your spine.

Foot Placement
The more you bend and lift, the more fatigue and muscle strain will be produced. When muscles are fatigued they are more prone to injury. Frequent breaks when lifting will help increase your strength and help prevent back injuries.

To aid you in lifting properly, you should use the following rules:

1. Plan ahead before lifting. Knowing what you’re lifting is important. Asking someone to help you prevent a twisting back injury.

2. Lift close to your body. You will be stronger and a solid base of support is important while lifting. With your feet too close you may lose your balance and be unable to lift.

3. Use a stable lifting surface. A stable surface will prevent you from losing your footing.

4. Bend your knees and keep your back straight. Prac (Continued on page 8)
Staff Scoop

FSS Employee News

Erica Natal, daughter of Steven “Sugar bear” and Florinda Williams, was awarded the gold medal at UIL for accounting. She plans to participate in more UIL’s in the future. Erica is a senior at SMHS and was also awarded the most digs in volleyball and maintaining an “A” average during the season. The most rewarding award was bringing home the gold medal. Congratulations Stevie Danyel Campos, stepdaughter of Arlette Campos, Custodial Operations, made the cheerleading team for her school in Round Rock. Congratulations from Dad Steven, Arlette, Stone, Grandma, Grandpa, Dya, Ron, and Cherie!

Custodial Operations thanks her for all her hard work and dedication over the years and wishes her the best in her retirement. You will be missed and your famous cooking will be missed as well!

Susie Longoria, Custodian, Custodial Operations, retired in January from the University at the end of January.

Just In Time Awards to the following employees: Oléa Padron, Santos Pineda, Steve Williams, Maria Cruz, Debbie Gorea, Olivia C. Espinosa, Ralph Balles, Marcos Hurtado, Delia Hurtado, Susie Gonzales and Liz Mendez. These employees worked together to maintain ASBN and ASBS for the Regent Amato Team on January 22. Great job, team!

Just In Time award was presented by the CAPPa organization. Congratulations on your achievement.

Barbara (OPFDC Construction Coordinator) and Raymond (Head Plumber, Facilities Operations) Delgado’s son, Matthew, played in the 8-10 year old basketball semi-finals. Matthew is on the CFPO PoliceCats’ team. Yeah, team!

Mary Esquivel, Head Custodian, Custodial Operations, retired from the University at the end of January.

FSS Quarterly Team Award

The General Accounting AIS Team was established in 2005, in order to comply with the Annual Hub Reporting to State Government. In the past, the report was generated but not compared to other important data sources. This year a team was formed to identify, verify and analyze data before generating and submitting the report. Meetings were held with the Computer Finance and Workgroups to determine the final criteria used to confirm the Hub data in SAP and compare that data with the criteria required by the State. The team recognized that major hub configuration changes would be needed and there was no time to make those changes. As a result, the team developed a semi manual automated process to insure that no data was incorrect. The Audit Analyst pulled data and accumulated information from various sources, and the HUB Specialist reviewed the results and put the information in the required format. As a result of their combined efforts, the FY 2007 Annual Hub report was validated on time and more accurately than in the previous years.

Team members: Pam Guelly (Accounting Officer), Ann Heuchner (FI Master Data); Joyce Munno (Compensation Officer), Eduardo Plaza (FI Master Data/System Analyst); and Yo- landa Steely (HUB Specialist).

Facilities Safety Awards Banquet

The 20th Annual Facilities Safety Awards Banquet was held on January 25. The banquet of fun, with all the “frills,” and sheet cakes from a New Braunfels bakery, were enjoyed by all. James Norton, Chairman of the Facilities Safety Committee, welcomed the 152 employees and special guests including President Trauth, Mr. Nance, Mr. Fogarty (Guest Speaker), and many local vendors. James especially thanked Mr. Nance and Mr. Fogarty for their continuous support of the Safety Committee and their generous funding of the banquet and this year’s prize baskets. Agenda Barquet tee-shirts were received by all award recipients. James recognized the support of the business community, who not only provided door prizes for the banquet, but also “partners with Facilities” by providing their professional expertise whenever needed.

James gave kudos to the real guests of honor at the banquet: Facilities employees! In 2004 the Facilities Safety Committee presented to Facilities employees the well-deserved “HUB Reporting to State Government. In the past, the report was generated but not compared to other important data sources. This year a team was formed to identify, verify and analyze data before generating and submitting the report. Meetings were held with the Computer Finance and Workgroups to determine the final criteria used to confirm the Hub data in SAP and compare that data with the criteria required by the State. The team recognized that major hub configuration changes would be needed and there was no time to make those changes. As a result, the team developed a semi manual automated process to insure that no data was incorrect. The Audit Analyst pulled data and accumulated information from various sources, and the HUB Specialist reviewed the results and put the information in the required format. As a result of their combined efforts, the FY 2007 Annual Hub report was validated on time and more accurately than in the previous years.

Team members: Pam Guelly (Accounting Officer), Ann Heuchner (FI Master Data); Joyce Munno (Compensation Officer), Eduardo Plaza (FI Master Data/System Analyst); and Yolanda Steely (HUB Specialist).

Facilities Safety Awards Banquet

The 20th Annual Facilities Safety Awards Banquet was held on January 25. The banquet of fun, with all the “frills,” and sheet cakes from a New Braunfels bakery, were enjoyed by all.

James Norton, Chairman of the Facilities Safety Committee, welcomed the 152 employees and special guests including President Trauth, Mr. Nance, Mr. Fogarty (Guest Speaker), and many local vendors. James especially thanked Mr. Nance and Mr. Fogarty for their continuous support of the Safety Committee and their generous funding of the banquet and this year’s prize baskets.

Agenda Barquet tee-shirts were received by all award recipients. James recognized the support of the business community, who not only provided door prizes for the banquet, but also “partners with Facilities” by providing their professional expertise whenever needed.

James gave kudos to the real guests of honor at the banquet: Facilities employees! In 2004 the Facilities Safety Committee presented to Facilities employees the well-deserved “HUB Reporting to State Government. In the past, the report was generated but not compared to other important data sources. This year a team was formed to identify, verify and analyze data before generating and submitting the report. Meetings were held with the Computer Finance and Workgroups to determine the final criteria used to confirm the Hub data in SAP and compare that data with the criteria required by the State. The team recognized that major hub configuration changes would be needed and there was no time to make those changes. As a result, the team developed a semi manual automated process to insure that no data was incorrect. The Audit Analyst pulled data and accumulated information from various sources, and the HUB Specialist reviewed the results and put the information in the required format. As a result of their combined efforts, the FY 2007 Annual Hub report was validated on time and more accurately than in the previous years.

Team members: Pam Guelly (Accounting Officer), Ann Heuchner (FI Master Data); Joyce Munno (Compensation Officer), Eduardo Plaza (FI Master Data/System Analyst); and Yolanda Steely (HUB Specialist).
Happy Birthday to...
Staff Scoop

FSS Employee News

Erica Natal, daughter of Steven “Sugar bear” and Florentina, was awarded the gold medal at UIL for accounting. She plans to participate in more UILs in the future. Erica is a senior at SMHS and was also awarded the most digs in volleyball and maintaining an “A” average during the season. The most rewarding award was bringing home the gold medal. Congratulations, Stevie Danyel Campos, stepdaughter of Arlette Campos, Custodial Operations, made the cheering team for her school in Round Rock. Congrats Stevie from Dad Steven, Arlette, Stone, Grandma, Grandpa, Dya, Ron, and Cherrie!

Maria R. and Mary Ann Gonzales, both Custodians with Custodial Operations, retired from the University at the end of January. Maria and Mary Ann Gonzales

Jose Fierro, Rachel Kammer, Eva Luere, and Bill Nance

And the Winners Are...

FSS Quarterly Team Award

The General Accounting AIS Team was established to insure compliance with the Annual HUB Reporting to State Government. In the past, the report was generated but not compared to other important data sources. This year a team was formed to identify, verify and analyze data before generating and submitting the report. Meetings were held with Computer Finance and stakeholders to determine the criteria used to compare the HUB data in SAP and ensure that data with the criteria required by the State. The team recognized that major SAP configuration changes would be completed and that there was no time to make those changes. As a result, the team developed a semi manual automated process to insure data integrity was correct. The Software Analyst pulled data and accumulated information from various sources, and the HUB Specialist reviewed the results and put the information in the required format. As a result of their combined efforts, the FY 2007 Annual HUB report was submitted on time and more accurately than in the previous years.

Team members: Pam Golley (Accounting Officer), Ann Heuchner (FI Master Data); Joyce Munoz (Competency Center), Eduardo Plaza (FI Master Data/System Analyst); and Yolanda Steely (HUB Specialist).

Facilities Safety Awards Banquet

The 20th Annual Facilities Safety Awards Banquet was held on January 25. The banquet is free, with wine, and cash is from a New Brattleboro bakery, were created by all. James Norton, Chairman of the Facilities Safety Committee, welcomed the 152 employees and special guests including President Trauth, Mr. Nance, Mr. Fogarty (Guest Speaker), and many local vendors. James especially thanked Mr. Nance and Mr. Fogarty for their continuous support of the Safety Committee and their generous funding of the banquet and this year’s sponsors. Agenda Barquelet tee-shirts received by all award recipients. James recognized the support of the business community, who not only provide door prizes for the banquet, but also “partners with Facilities” by providing their professional expertise whenever needed. James gave kudos to the real guests of honor at the banquet: Facilities employees! In 2004 facilities are also “partners with Facilities” by providing their professional expertise whenever needed. James gave kudos to the real guests of honor at the banquet: Facilities employees! In 2004 the Facilities Safety Committee reviewed 38 Accident Injury Reports; in 2005, 49 reports were reviewed. In 2006, the Committee reviewed 158 reports, and in 2007, the Facilities Safety Committee reviewed an unprecedented 105 Accident Injury Reports. Mr. Norton thanked President Trauth, and these attributes resulted in a tremendous benefit to the University, as a whole.

Mr. Fogarty and the respective office Directors presented to Facilities employees the well-documented Safety Certificates for their number of accident-free years. One to 20 years recipients were recognized and applauded by their peers.
1. Plan ahead before lifting. Knowing what you’re going to do will help you avoid slipping and falling. Before you lift, visualize your strategy. Make sure you both agree on the plan.

2. Lift close to your body. You will be stronger and a more even weight can be held while you lift. If you lift too far away from your body, you will have more work to do and there is no guarantee that the weight will remain steady. Remember, you have to lift harder to lift something that is further away from your body than something that is close to your body. Lift with your legs, keeping the weight of the object close to your body rather than at the end of your reach. Make sure your back is straight and the object is held close to your body rather than at the end of your reach. Make sure you have a firm hold on the object; keep it balanced and close to your body.

3. Foot placement. While strong, a strong pair of shoes does not make you immune to an injury. The way you distribute your weight while you lift will make a difference. If your back is bent, your weight is off the object and you may lose control. This can result in unexpected movements and lead to injury. When your back is straight and the object is held close to your body, you will have a better chance to work the object correctly.

4. Bend your knees and keep your back straight. Prac... (Continued on page 4)
Lifting Techniques
(Continued from page 7)

tice the lifting motion before you lift and think about the motion before you lift. Focus on keeping your spine straight.
5. Tighten your stomach muscles. Tightening your abdominal muscles will hold your back in a good lifting position and will prevent excessive force on the spine.
6. Lift with your legs. Your legs are many times stronger than your back muscles. Lower to the ground by bending your knees, not your back. Keeping your eyes focused up helps to keep your back straight.
7. If you’re straining, get help. If an object is too heavy or awkward in shape, make sure you have someone around who can help you lift.
8. Wear a belt or back support. If you are lifting in your job or at home, a back belt can help you maintain a better lifting posture. Remember that the belt does NOT strengthen your back and allow you to lift more, it only reminds you to maintain the proper lifting position to help prevent serious back injury.

Quick tips on how to lift:
• Size up the load
• Plan the job
• Establish stable base of support
• Bend your knees
• Get a good grip
• Keep the load close
• Lift with your legs

Did You Know?
• Laughing lowers levels of stress hormones and strengthens the immune system. Six-year-olds laugh an average of 300 times a day. Adults only laugh 18 to 100 times a day.
• Dalmatians are born without spots.
• Cats always turn left when exiting a cave.
• Every time you sneeze some of your brain cells die.
• When hippos are upset, their sweat turns red.
• The first Harley Davidson motorcycle was built in 1903, and used a tomato can for a carburetor.
• The lion that roars in the MGM logo is named Volney.
• Google is actually the common name for the hawkweed plant.

Six Key Tenets:
• Dedicate time to learning about the diversity surrounding us.
• Appreciate our differences and similarities by exploring the cultural celebrations and significant life events of others.
• Build connections with those we don’t usually get the opportunity to know.
• Include everyone. Each of us represents unique dimensions of diversity. Our uniqueness is our difference.
• Recognize that one person does not represent an entire group – great variation exists within all groups.
• Realize that we each have the power to create a better world by reaching out across differences one person at a time.

- Presented by FSS Diversity Team

Celebrate Diversity

“Each morning when I open my eyes I say to myself: I, not events, have the power to make me happy or unhappy today. I can choose which it shall be. Yesterday is dead, tomorrow hasn’t arrived yet. I have just one day, today, and I’m going to be happy in it.”
- Groucho Marx

FSS Essentials is published quarterly by the FSS Newsletter Committee:

Loreen Brown (LB36@txstate.edu)
Arlette Campos (AC28@txstate.edu)
Bill Hollingsworth (WH14@txstate.edu)
Brenda Land (BL15@txstate.edu)
Deborah Matthews (DM09@txstate.edu)
Pat Naylor (PN11@txstate.edu)
Melinda Olive (MO21@txstate.edu)
Patricia Prado (PP03@txstate.edu)

We encourage you to send personal and professional news, photos, articles, Dates to Remem-ber, and other newsletter submissions to any committee member.

FSS Essentials Spring 2008

Texas State University-San Marcos
The rising STAR of Texas

FSS VISION:
Outstanding Support and Service: Working Together for Texas State

FSS Leadership

Vice President
William Nance
Director, EHS&RM
Terri Bowden
Associate Vice President, Facilities
Pat Fogarty
Director of Human Resources
John McBride
Associate VP, Planning
Nancy Nusbaum
Associate VP, Financial Services
Terry Ondreyka
Director of Auxiliary Services
John Root
Director of Budgeting
Brandon Tyberg
Treasurer
Valerie Van Vlack

Texas State University-San Marcos is a member of The Texas State University System.

In This Issue

Letter From the Vice President

Celebration Dinner

Did You Know?

VPFSS Brown Bag

Have an idea...a question...a concern? Bill Nance will visit offices for his monthly Brown Bag sessions on the following dates.

Wednesday, April 9
ID Services & University Bookstore
11:30am - 12:30pm

Thursday, May 8
Print & Mail Services
11:30am - 12:30pm

Wednesday, June 4
Grounds Operations
12:00pm - 1:00pm