

Letter From the Vice President



I am pleased to announce that President's Cabinet has allocated funds in next year's budget for another three percent pay raise. As in the past few years, this will be a "merit raise"

pool. Each division, including Finance and Support Services, will receive an allocation equal to three percent of our current total salaries. I intend to then distribute to each Business Services Council member an allocation equal to three percent of their current total salaries. If it is a large unit like Facilities or Financial Services, I imagine they might make further allocations using the same methodology to their managers for allocation to individual employees.

The above is a very simplified version of what takes place during the annual "salary review" process. Additional, and quite a bit more detailed, instructions will be coming from Human Resources and the Budget Office.

Like everyone else, I wish the total funds allocated could be more than three percent of total salaries. The University is so large now that a three percent pay raise pool costs almost \$4,500,000. With no money coming from the Texas Legislature for pay raises for any university employees in the State, we have to rely on increases in the rate of tuition charged to students. Being mindful that we can't afford to price certain students out of the higher education market, our ability to raise tuition above certain inflationary thresholds is limited.

The \$4,500,000 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.

The cost in tuition and fees to a student taking 15 hours per semester, 30 for the full year, at Texas State next year will be \$6,994. This amount has increased significantly since 2003 when the Legislature reduced State appropriations and "deregulated" the rate of tuition Boards of Regents could charge. So, 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.

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

Dates to Remember.....	2
CTMC "HealthCheck".....	2
Spotlight On ID Services.....	2
And the Winners Are.....	3
Happy Birthday To.....	4
Welcome To the Team.....	5
Staff Scoop.....	6
HR Master Data Center.....	7
Back Injury Prevention.....	7
What Makes A Division Great?.....	7
Celebrate Diversity.....	8
Did You Know?.....	8

FSS VISION:

Outstanding Support and Service: Working Together for Texas State

FSS Leadership

- Vice President**
William Nance
- Director, EHS&RM**
Terry Dowdy
- Associate Vice President, Facilities**
Pat Fogarty
- Director of Human Resources**
John McBride
- Associate VPFSS, Planning**
Nancy Nusbaum
- Associate VP, Financial Services**
Terry Ondreyka
- Director of Auxiliary Services**
John Root
- Director of Budgeting**
Gordon Thyberg
- Treasurer**
Valarie Van Vlack

Dates to Remember

April 20-26

- Administrative Professionals Week

April 25

- FSS Picnic

April 29 - May 6

- Texas State Finals

May 2

- Holocaust Remembrance Day

May 5

- Cinco de Mayo

May 9-10

- Commencement

May 11

- Mother's Day

May 17

- Armed Forces Day

May 26

- Memorial Day

June 2

- Summer Session I begins

June 15

- Father's Day

June 19

- Juneteenth

June 21

- Summer begins

CTMC Hosts "HealthCheck"

Central Texas Medical Center is planning their 22nd annual HealthCheck event: an effective and affordable way to provide early detection or 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, blood 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. The fee is \$30 per person for screening tests (which would normally cost over \$350).

For more information, call 753-3622 or visit www.ctmc.org.

Spotlight On...ID Services



ID Services is the office responsible for processing, issuing and maintaining the official

Texas State ID card, otherwise known as the BobcatCard.

In recent years the ID Services staff has been instrumental in developing and implementing this new, multi-functional card and the complex infrastructure associated with it. Working in cooperation with several other departments such as Accounting, Technology Resources, UPD and others, the BobcatCard was introduced in Fall 2005.

The team continues to work to incorporate additional features to the card's functionality for the security and convenience of students, faculty, and staff. Today, in addition to serving as identification and meal plan access, the BobcatCard is used for proximity door readers as well as debit access to the cardholder's optional Wells Fargo checking account. The

card is also used to access Bobcat Buck\$, a prepaid declining balance account that can be used at many on- and off-campus merchant locations as well as select on-campus vending machines.

The ID Services staff also processes replacement cards and Bobcat Buck\$ deposits; and answers student and parent questions pertaining to student meal and debit plans, BobcatCard usage. They perform daily reconciliation of the meal plan and Bobcat Buck\$ accounts, and department billing for equipment and software usage.

ID Services strives to serve the University's students, staff and faculty with excellent customer service daily. The office staff consists of:

Sharon Nusbaum, Manager, oversees the operations of the ID Services office and staff. Sharon has been with Texas State at ID Services for over 31 years.

Cheryl Eismann, Supervisor, is responsible

for purchases, monthly budget, equipment troubleshooting, and supervision of the daily office activities.

Lisa Gonzales, Accounting Clerk I, has worked for ID Services for over 22 years. Some of her responsibilities include reconciling various accounts, hiring student workers and training them to assist in operating the office, and still providing the best customer service possible to all students, faculty and staff.

Julie T. Gomez, Accounting Clerk I, is responsible for daily operations in the functioning of the office. Julie issues ID cards to students, staff and faculty.

The office also employs six student workers: Stephanie Hernandez, Robby Hesselbrock, Brandon Marzett, Jessica Miranda, Alyssa Pearcy, and Neil Springer.

To learn more about ID Services and the BobcatCard, call 245-2297 or visit online at www.auxiliaryservices.com/idservices.

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 the data before preparing and submitting the report. Meetings were held with the Competency Center and stakeholders to determine the initial criteria used to configure the HUB data in SAP and compare that data with the criteria required by the State. The Team recognized that major SAP configuration changes would be needed and that there was no time to make those changes. As a result, the team developed a semi manual/automated process to insure the information was correct. The System 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 Gulley** (Accounting Office); **Ann Huebner** (FI Master Data); **Joyce Munoz** (Competency Center); **Eduardo Plaza** (FI Master Data/System Analyst); and **Yolanda Strey** (HUB Specialist).



Facilities Safety Awards Banquet

The 20th Annual Facilities Safety Awards Banquet was held on January 25. The banquet of fajitas with all the "fixins," 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 souvenir Awards Banquet tee-shirts received by all award recipients. James recognized the supporters from the business community, who not only provide door prizes for the banquet, but 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 24 reports, and in 2007, the Facilities Safety Committee reviewed an unprecedented nine Accident Injury Reports! President Trauth stated these statistics result in a tremendous benefit to the University as a whole.

Mr. Fogarty and the respective office Directors presented to Facilities employees the well-deserved Safety Certificates for their number of accident-free years. One to 20 year recipients were recognized and applauded by their peers.



Welcome To the Team!

Jose Chin, Custodian, Custodial Operations, is originally from the Philippines. He enjoys fishing and spending time with his wife and kids. He is a people person and is all about team work.

Bryan Garcia, Custodian, Custodial Operations, is from Lockhart and has a wife and two young daughters. He has a certification in Communications and is a US Army soldier. He enjoys going to the coast, construction, sports and loves the outdoors.

Bill Grey, Custodian, Custodial Operations, is from Wimberley. He has one son that recently graduated from high school.

Jaime Herbst, Custodian, Custodial Operations, is from Wisconsin. He has one child and enjoys disc golf, bike riding, and BBQ with family and friends. He is easy going and enjoys the outdoors.

Cindy Keilers, Senior HR Assistant, Human Resources, lives in Buda with her husband Kevin, daughter Marisa (4), Kaylee (2) and son Erik (18) who has been accepted to Texas State and will start in the Fall. She loves spending time with her family and friends.

Chris Moore, Custodian, Custodial Operations, is originally from Houston. He currently resides in Staples. Chris came to Texas State as a temporary Custodian for the department. Before that he worked at Wal-Mart for seven years. Chris is a talented poet and songwriter; he even has his own record label that is up and coming. He is a friendly and outgoing individual.

Gina Sanchez, Custodian, Custodial Operations comes to the University from McDonald's. She has two children, Jasmine and Jonathan, and a fiancé. In her spare time she enjoys cooking, cleaning and spending time with her family.

Clemente Saucedo Jr., Custodian, Custodial Operations, served in the military prior to working with the University. He is a single parent with two sons.

Custodial Operations welcomes temporary Custodian **Selph Tanksley**, who now is a permanent Custodian with the department. He is from Waco and lives in San Marcos. He is a proud father to his son.

Francisco Vasquez, Custodian, Custodial Operations, is from San Marcos and lives in Redwood. He has a wife and is a family man to seven children. He loves fishing in his spare time.

Billie "Vickie" Wells, Custodian, Custodial Operations, is originally from Petersburg, Virginia. She resides in San Marcos and has four children and 11 grand children. She traveled a lot with her military husband. She enjoys reading, watching TV and cooking.

A big welcome also goes out to **Chad Bose, Jose "Joe" Campos, Rosa Pineda, Steven Potersnak, Laura Sierra, and Stella Soto**, Custodians, Custodial Operations; **Carole Brauer-Dykema**, Accounting Clerk II, Accounting; **Emilio Hernandez**, Utility Maintenance Worker I, Facilities Operations; and **Christy Neeley**, Administrative Assistant II, VPFSS. ◆

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. Congrats!

Stevie Danyl Campos, stepdaughter of **Arlette Campos**, Custodial Operations, made the cheerleading team for her school in Round Rock. Congrats Stevie from Dad Steven, Arlette, Stone, Grandma, Grandpa, Dya, Ron, and Cherise!



Susie Longoria, with sisters Margie Trevino, Josie Martinez, and Mary Rodriguez

presented by the CAPP organization. Congratulations on your achievement.

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

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

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. She will be very much missed and best wishes to her in her retirement.

Maria R. and **Mary Ann Gonzales**, both Custodians with Custodial Operations, retired from the University at the end of January. This is the first time the department has had a mother and daughter retire at the same time. Custodial Operations

thanks both ladies for their hard work and dedication over the years and wishes both the best in their retirement.

The following employees received a Just In Time Award from Custodial Operations for their quick response in cleaning up a water leak that occurred in Chemistry on February 13. Their dedication to assist during and after their shift ended is greatly appreciated. They are **Olga Garza, Delfy Chavarria, Carmelita Castillo, Paula Alvarez, Connie Hughes, Sally Harris** and **Liz Mendez**. Thank you ladies!

Custodial Operations awarded Just In Time Awards to the following employees: **Ofelia Padron, Santos Pineda, Steve Williams, Maria Cruz, Debbie Govea, Olivia C. Espinosa, Ralph Balles, Marcos Hurtado, Delia Hurtado, Susie Gonzales** and **Liz Mendez**. These employees worked together to prepare ASBN and ASBS for the Regent Amato Tour on January 22. Great job, team!



Maria and Mary Ann Gonzales

Just In Time awards were presented by Pat Fogarty, Associate VP for Facilities, at the 20th Annual Facilities Safety Awards



Joe Piazza, Rachel Kammer, Eva Luera, and Bill Nance

Banquet to **James Norton** (Facilities Safety Committee Chairman), **David Wyly, Eva Luera, Rachel Kammer**, and **Joe Piazza** for their hard work on the banquet. See photos in “And the Winners Are...” on page 3.



Mary Esquivel

Arlette Campos also graduated, along with **Liz Mendez**, from the “Supervisor Tool Kit” program held in San Antonio in February and March. The seminar was

HR Master Data Center Opens

The Human Resources Master Data Center (MDC) opened on February 25. Located in the J.C. Kellam building, Suite 314, the MDC is a new centralized service center responsible for processing staff and student employee appointments, managing the University's organizational structure, and improving communication with the campus on SAP system operational requirements.

The MDC is staffed by the following employees:

- Rosie Olivo, Human Resources Analyst. Responsible for SAP organizational management for staff, student workers and non-academic department graduate student. Rosie is also responsible for the processing of the hourly, temporary staff appointments.
- Lisa Vallejo, Human Resources Analyst. Responsible for the processing of the hourly



student worker appointments.

- Roxie Weaver, Senior Human Resources Analyst. Supervises the MDC and is responsible for the processing of the staff salaried employees, as well as non-academic department graduate student appointments.

In the future, all three employees will be cross-trained to provide assistance on any type of PCR or organizational management need, no matter whether it is student or staff.

The MDC staff will also be responsible for conducting training classes to assist the SAP campus users concerning organizational management, PCR creation, research

and understanding of SAP, and other training opportunities as needed.

Also housed in the JCK 314 area are Stanford Moore, HR Systems Support Specialist II, and Rose Trevino, Work Life Coordinator. ◆

Prevent Back Injury With Proper Lifting Techniques

Back injuries are a leading cause of loss-time work related injury in the United States. Improper lifting is the largest single cause of back injury. In addition to back injuries, improper lifting can also cause injury to the arms and legs. Poor 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 made 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 start 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 back. Always be sure of your footing: a sudden change in footing or a trip can cause enormous amounts of added stress on your back.

Fatigue

The more you bend and lift, the more fatigued your muscles become. When muscles are fatigued they are more prone to injury. Frequent breaks when lifting will help rejuvenate your strength and help prevent back injuries.

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

1. *Plan ahead before lifting.* Knowing what you're doing and where you're going will prevent you from making awkward movements while holding something heavy. Clear a path, to make sure that there are no tripping hazards. If the object is very heavy, consider lifting with another person and make sure you both agree on the plan.
2. *Lift close to your body.* You will be stronger and a more stable lifter if the object is held close to the 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 the body.
3. *Feet shoulder width apart.* A solid base of support is important while lifting. With your feet too close together you will be unstable while too far apart will hinder movement. Keep your feet shoulder width apart and take short steps.
4. *Bend your knees and keep your back straight.* Prac-

(Continued on page 8)

What Makes A Division Great?

Members of the Payroll & Technical Resources Team – **Marivel Alvarez, Michael Brister, Debra Jones, and Diana Salami** – were recognized by Terry Ondreyka, AVP Financial Services, for their special effort, dedication, and sacrifice of time they made this year to accomplish the production, printing, and distribution of 2007 W-2's. Thank you!

Bobbie Brandenburg and Roxana Weaver, Human Resources, were thanked by Sergio Rey, Accounts Payable, with a cake for all their assistance. Super job!

Sherry Bann comments **Ashley Croan** of Human Resources for being so helpful through the process of selecting a new PCP on the Health Select website. Sherry stated that Ashley's customer service is amazing. Job well done!

Nicolasa Delgado, Custodial Operations, was praised by Daniela Ferrero for doing such a wonderful job of cleaning in the Mathematics Department. Great work!

Professor Samuel Obara wanted to send his appreciation to **Nicolasa Delgado** for doing such a wonderful job cleaning the Mathematics Department and completing it in a timely manner. Outstanding!

Olivia Espinoza, Debbie Govea, Dora Rodriguez, and Steve Williams, Custodial Operations, received kudos from Jacqueline Cooper for their outstanding job of cleaning in the Education Building. Jacqueline would also like to thank Olivia for her encouragement as she was waiting for her interview. Thanks for making a difference!

Glynda De Long wanted to compliment **Margie Flores**, Custodial Operations, for all her hard work on the fifth floor of the JCK building. Margie also received a note of appreciation from Roxie Kenerson for all the hard work she does on the fourth floor of the building, and from Cindy Rodriguez, who sends a big "thank you" to Margie for doing such a superior job. Sergio Rey also says he is delighted

to have Margie in the JCK building: "She is very detailed and thorough in her work and keeps a positive attitude." Amazing job!

Kudos to **David Garza** of Custodial Operations, from Eric Samson for doing such a wonderful job and being such a great asset to the University. Susan Morrison also acknowledges the hard work and dedication that David has performed in Flowers Hall: "He is always consistent and eager to help out." Thank you!

Amy Frisbie commended **Clif Gips, Donna Leamons, and Tracy Ryan**, Budgeting, for always being responsive, thorough, efficient, helpful, and willing to serve the campus with care. Great teamwork!

Mary Ann Mendoza appreciates the efforts of the **Materials Management Staff** in correcting an inventory issue. Job well done!

Ryana Wright-Tiemann values the time **Irma Mendez** of Custodial Operations spends on the fourth floor of the Mitte building, always making it look so nice and clean. Keep up the good work!

Lesley Prewitt wanted to express her appreciation of **Rosie Ortiz**, Custodial Operations, for doing such an excellent job on the eighth floor of the JCK building. Awesome job!

Michael Carns values the work of **Heather Phillips**, Benefits Office, for her attention to detail and for being very helpful. Great customer service!

Francis Sandoval, Custodial Operations, was thanked by Henrietta Rodriguez for all her hard work and dedication on keeping the first floor of JCK looking clean even through all the remodeling. Terrific job!

Stella Soto and Fermin Torres, Custodial Operations, received kudos from Michele Frazier for the incredible service they provide for the MCS third floor area. Thank you!

Gaye Korenek values the time and hard work that **Rose Trevino** of Benefits was able to provide. Job well done!

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 upwards 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

Celebrate Diversity



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

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 15 to 100 times a day.
- Dalmatians are born without spots.
- Bats 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 a number with a million zeros.
- It cost seven million dollars to build the Titanic and 200 million to make a film about it.

"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 Division Mission: The Finance and Support Services Division is dedicated to providing outstanding customer service and a challenging and satisfying work environment while maintaining the fiscal integrity of the university.

FSS Essentials is published quarterly by the FSS Newsletter Committee:

Loreen Bowen (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 Olivo (MZ10@txstate.edu)
 Patricia Prado (PP03@txstate.edu)

TEXAS STATE

UNIVERSITY
 SAN MARCOS

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

The rising STAR of Texas™