WHAT’S IN VIEW
3 Texas State Resources Fair
4 Financial Planning & Retirement Fair
5 Policy Update: Staff Background Checks

HIGHLIGHTS
6 Staff Educational Development Program
7 Spring Break Timekeeping Reminders
8 Healthy On-Campus Dining Options
10 New Apps Help Track & View Leave Balances

EMPLOYEE FOCUS
11 Featured Training: Managing Change
11 New Learning & Development Catalog
12 March Workshops
13 Featured Monthly Discounts
14 N.E.W. II | Welcome New Employee Bobcats
16 Bobcats On The Move

IN THE SPOTLIGHT
18 Employee of the Month
20 Bobcats Connect: HR Crossword Puzzle

The HR Bulletin keeps you informed on HR topics and news pertaining to Texas State. We would love to hear from you! Please send us your suggestions to hr@txstate.edu
This is your opportunity to have questions answered about a business process or service you use. This Fair is designed to give you an opportunity to meet staff from over 30 departments and learn more about their office processes and how they can assist you with your job responsibilities.

Be sure to check out the Staff Resources website which provides helpful links to university business processes, services, electronic forms, manuals, and training opportunities. For quick access, make it your homepage or bookmark it today!

Contact Professional Development in Human Resources with questions at professionaldev@txstate.edu or call 5.7899.
HOSTED BY THE OFFICE OF HUMAN RESOURCES

2019 Financial Planning & Retirement Fair

Get on track!

WEDNESDAY, APRIL 10 | 8 A.M. - 4:45 P.M.
LBJSC BALLROOM

- Speak with financial planning experts & attend informational sessions
- Interactive games, door prizes & refreshments
- Fair attendance is considered work time.

HR.TXSTATE.EDU/RETIREE/FINANCIALRETIREMENTFAIR
University Policy Update Requires Employees Self-Reporting of Criminal Charges

Updates to UPPS 04.04.17 Staff Background Checks requires employees to self-report criminal charges within five business days. Employees must also report any criminal charges filed against them, excluding misdemeanor offenses punishable only by fine.

Additionally, employees must report to their supervisor in writing any conviction or other final disposition of a criminal charge filed against them. A criminal conviction or other final disposition for misdemeanor offenses punishable only by fine similarly does not need to be reported.

The new requirement went into effect in the revision of the UPPS 04.04.17 Staff Background Checks effective January 2, 2019. Questions can be sent to Employment by email at hr@txstate.edu or call for 5.2557 for assistance.
Staff Educational Development Program

The Staff Educational Development Program allows for a maximum of seven staff members to enroll in academic courses with tuition and fees reimbursed by the university. In addition, the staff members’ work hours will be adjusted accordingly, but to no less than 20 hours per week. Refer to UPPS 04.04.35 Professional Development and Educational Opportunities for details regarding eligibility and application procedures.

Please note that regular non-grant full-time staff employees who are U.S. citizens or resident aliens and who have been employed at Texas State at least one year are eligible to participate in this program.

Individuals will be selected from a pool of applicants within their respective division.

You may contact Professional Development at 5.7899 if you have any questions.

GED INCENTIVE PROGRAM

BOOST YOUR SKILLS AND EDUCATION WHILE GETTING:
release time from work for first two sessions |
reimbursement for the cost of test fee upon successful completion | $500 to help cover costs upon successful completion | Full-time regular employees are eligible.

Registration: Mar. 26, 9 a.m.
Registration: Mar. 28, 9 a.m.
Location: San Marcos Public Library

Learn more about the requirements at UPPS 04.04.35. | Contact: professionaldev@txstate.edu | 5.7899
During Spring Break, the university will be closed except for those offices designated as “essential”. Essential offices require a skeleton crew. Supervisors are reminded that the five days of the Spring Break period are Energy Conservation Days. Employees must use previously accrued FLSA overtime, state compensatory time, vacation, or leave without pay for these days if they are not working. If an employee does not have enough time accrued to cover the absence or is new and not eligible to use their vacation due to the six-month rule, supervisors must allow these employees an opportunity to work additional hours so they may earn the necessary time prior to the break.

Non-exempt (classified) employees who work less than 40 hours per week generally do not accrue FLSA overtime or state compensatory time. Therefore, these employees must be placed on leave without pay if they do not have enough vacation time to cover the absence.

For a list of essential offices please refer to the FY19 Holiday Schedule. For information regarding FLSA Overtime or State Comp Time please see UPPS 04.04.16 Overtime and Compensatory Time Policy.

Questions may be directed to Selma Selvera in Human Resources at ss24@txstate.edu or 5.2557.
Texas State students, faculty and staff alike have become more focused on wellness and sustainability throughout their lives but especially with their food choices. Luckily, Texas State Dining’s culinary team has gone above and beyond to develop menus and recipes to satisfy every diet on-campus.

Their team has created several tools and programs to help guide you to make more educated decisions regarding your food selection. Nutritional information and recipe ingredients are always readily available on their Dine On Campus website, nutritional kiosks located in every dining venue, and on their Dine On Campus mobile app. Guests have the ability to search for certain Balanced U icons on those same mediums to help identify key recipes that follow specified criteria such as Balanced, Vegetarian, Vegan, and Avoiding Gluten menu items.

FYUL (For Your Unique Life) is a fairly new program that has been introduced by Texas State Dining. It is a campaign focused on making it easy for customers to find foods with embedded health benefits otherwise known as functional foods that are important to their personal lifestyle. FYUL items can be found in the resident dining halls, food courts, catering, grab & go, and snacking.
The functional benefits featured by the FYUL program include Sustained Energy, Recovery, Protein Packed, Improved Clarity, Immunity Boost, Healthy Skin, Earth Friendly, and Clean Eats. Read more about the FYUL program on their website.

The menus offered in Harris and Commons Dining Hall are second to none. They feature seasonal menus that rotate every day and meal period. With a variety of station concepts that include comfort food, Tex-Mex, grill, salad and soup bar; there is always something new to enjoy. The dining halls also cater to our vegan and vegetarian students by offering more options than anywhere else on campus. There are also several special request items that guests can ask our culinary team to prepare such as vegan pizzas and Beyond Meat Burgers.

Texas State Dining consistently searches for new ways to improve our dining program for our guests regardless of their diet. Starting next week, Main St Grill in The Den Food Court and Coyote Jacks in The Lair Food Court in LBJSC will offer a revolutionary plant-based burger that looks, cooks, and satisfies like beef, called The Beyond Burger. Guests can expect items like this and much more to come in the near future for Texas State Dining!

Please visit the dineoncampus.com/txstate website for more information regarding dining locations on campus, hours of operations, menus,
NEW FIORI APPS TO HELP TRACK AND VIEW LEAVE BALANCES

We are excited to announce the availability of two new Fiori apps for employees and supervisors to view their leave balances.

What is SAP Fiori Mobile? It is a mobile version of the SAP Portal which features an easy-to-use, big-button design intended for lite, on-the-go tasks. Enter or approve time, view recent paystubs, approve travel requests and expenses, approve requisitions, and more with SAP Fiori Mobile. Using your smartphone or tablet, go to the SAP Portal, and you’ll automatically see Fiori. Check it out!

How to access SAP Fiori on my desktop? Click on the SAP Fiori Apps folder on the SAP header toolbar.

ALL EMPLOYEES

All employees will see the Fiori tile “My Leave Balances”. The app will display some employee master data as well as time balances for vacation, sick, comp time, overtime and carryover/conversion information for vacation.

SUPERVISOR TOOLS

A new tile, “My Employee’s Leave Balances” provides supervisors with an easy to view snapshot of their teams leave balances.

MORE INFORMATION

Software questions: visit the [SAP Fiori Mobile Resources](#) available through ITAC or contact [itic@txstate.edu](mailto:itic@txstate.edu)

Leave balance questions: contact the Benefits area at [hr@txstate.edu](mailto:hr@txstate.edu)
Dr. Cheatham will guide participants through three major areas: Setting the Stage for Change, The Cast Members in the Drama of Change, and the Script for Change. Participants will learn:

- How change has changed
- Predictable responses to positive change
- Predictable responses to negative change
- How learning styles and personality styles impact change readiness
- Kotter’s Eight Step Process for Implementing Change

**Featured Training: Managing Change**

Register for an interactive, half-day workshop led by Dr. Richard Cheatham, Professor Emeritus of Department of Communication Studies:

**DATE:** Mar. 27  
**TIME:** 8 a.m. - noon  
**LOCATION:** JCK 1100

REGISTER: Sign in to [SAP Portal](https://sap.com), click Training and Development tab, locate workshop in Course Catalog under Organizational Excellence.

**New Resource:**

**SPRING 2019 LEARNING & DEVELOPMENT CATALOG**

Plan ahead for which learning and development opportunities you’ll take advantage of this semester!

Our new Catalog provides a semester-long view of learning opportunities, with links to more info about workshops, ongoing education, trainings and campus learning partners.

Access this interactive document on our [Brochures website](https://brochures.com).
The featured workshops are coordinated through Professional Development. Registration is available through the SAP Portal.

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Kuali Research Overview</strong></td>
<td><strong>Understanding International Student Needs: What in the world does this acronym mean?</strong></td>
<td><strong>University Seminar Teaching Opportunity</strong></td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td><strong>Supporting Transgender/Non-binary People in Higher Education Settings</strong></td>
<td><strong>In Limbo: Dilemmas Faced by Undocumented Students</strong></td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Managing Change</strong></td>
<td><strong>Performance Management Review</strong></td>
<td>18</td>
</tr>
<tr>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>19</td>
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<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
</tr>
</tbody>
</table>

Please visit Professional Development’s workshop website for further information.
Texas State Employee

DISCOUNT PROGRAM

The Texas State University Employee Discount Program is the exclusive discount marketplace for you and your fellow employees. Thank you so much for all your hard work and continued support!

ADT | ADT can help you protect your home. Get a free ADT Monitored Home Security System, an $850 value, plus a $200 gift card.

myAutoloan.com | myAutoloan.com is your premier online auto finance and refinance marketplace. You’ll receive up to four loan offers within two minutes.

Rollick Powersports | Experience the thrills and excitement of off-road adventures without a shopping struggle. Customers save an average of $1,130.

T-Mobile | Save an extra $125 on each new T-Mobile line. Combine this deal with T-Mobile ONE offers, devices, and Netflix promos at T-Mobile.com to save even more.

TurboTax | Get your taxes done right with TurboTax! Save up to $20 on TurboTax products.

Check out this month’s featured discounts from the Texas State Employee Discount Program. Limited-time offers and regional programs are also available.
We remind all new staff employees hired during the past month that N.E.W. is designed to provide useful information to new staff regarding the resources, benefits, and opportunities associated with employment at Texas State University. For more info and to connect with other new bobcats access the official new employee website.

Join us in welcoming our new employee Bobcats!

ABRIGAIL LEAL
Administrative Assistant II
Office of Undergraduate Admissions

ALEXANDRA N. LONG
Residence Hall Director
Department of Housing and Residential Life

AMANDA JACQUELYNNE WATTS
Administrative Assistant II
Student Business Services and Bursars

AMBER MYERS
Grant Coordinator
Texas Justice Court Training Center

AMY DENN PERRY
Grant Specialist
PACE Advising Center

ANDREW D. WILLIAMS
Coach
Football

ANGELA RAYE BATTISE
Financial Aid and Scholarship Advisor
Office of Financial Aid and Scholarships

ANGELA N. SMITH
Coordinator, Marketing and Promotions
VP for Information Technology

ARCHIE LEE MCDANIEL
Assistant Coach
Football

BENJAMIN HUTCHINS
Assistant Director, EARDC
Edwards Aquifer Research

BENJAMIN GEEST CARDIFF
Residence Hall Director
Department of Housing and Residential Life

BIANCA ELENA GALVAN
Systems Administrator I
Core Systems

BRETT JOSEPH DEWHURST
Assistant Coach
Football

BRITTANY KAYE BURNS
Child Care Teacher
Child Development Center

BRITTNEY SUE JOHNSON
Coordinator, Digital Literacy Program
University Libraries

N.E.W. II
FRIDAY, MARCH 8, 2019
8 a.m. - 1:30 p.m.
EndZone Complex – Warren Room

Contact the office of Human Resources with questions at hr@txstate.edu or call 512.789.9.

hr@txstate.edu or call 512.789.9.
CAROLE COBURN
Administrative Assistant II
Ingram School of Engineering

CHARLES ANDREW BOYD
Systems Support Specialist II
Psychology

CHRISTOPHER A. AGUIRRE
Auto Mechanic Assistant
Facilities Management

DEANNA D. VOIGT
Administrative Assistant II
English

DIANA TRISTAN
Administrative Assistant II
Department of Housing and Residential Life

GABRIELA AGUERO
Child Care Teacher
Child Development Center

HANNA MARIE TRAPAGHAN
Grant Specialist
Texas School Safety Center

JAMES LONGSTREET DORAN
Academic Advisor I
University College Advising Center

JAMES DAVIS CHINELO
Guard
University Police

JANELLE NICOLE BORREGO
Academic Advisor I
Education Advising Center

JOANNA ZADROZNY
Research Associate
Department of Geography

JOSHUA LEE KELLER
Athletics Development Officer
Athletics

KARA ELLEN STEVENSON
Administrative Assistant II
Education Advising Center

KAREN RENA VAUGHN
Administrative Assistant II
Communication Disorders

KEONTE K. HERRERA
Graphic Artist II
Sports Information

MEAGAN ANN HERNANDEZ
Administrative Assistant II
School of Music

MICHELLE ANN REDEPENNING
Career Counselor
McCoy College of Business

NEAL F. IDAIS
Academic Advisor I
College of Liberal Arts Advising Center

NICKOLAS WHITWORTH
Assistant Coach
Football

PATRICIA S. PULIS
Library Assistant II
University Libraries

ROBERTO MANUEL GARZA
Parking Services Officer
Transportation Services

SCOTT TYSON SALWASSER
Coach
Football

STEPHANIE RAE WHITE
Administrative Assistant II
Office of Undergraduate Admissions

STEVEN CHASE GALLUPS
Academic Advisor I
PACE Advising Center

TEVIN JUAN MIMS
Assistant Coach
Football

TREMAINE E. JACKSON
Assistant Coach
Football
Congratulations to the following employees who were promoted or reclassified.

**BOBCATS ON THE MOVE**

AMANDA MARIE CARDOSO  
Promoted to Supervisor, Duplicating Product  
from Duplicating Equipment Operator,  
Printing Services

ELIZABETH LAUREN MIKITEN  
Promoted to UI/UX Designer  
from Graphic Artist I,  
Office of University Marketing

JANET LEIGH JOHNSON  
Promoted to Administrative Assistant III  
from Administrative Assistant II,  
College of Health Professions

JASMINE ELIZABETH PHELPS  
Promoted to Academic Budget Specialist  
from Administrative Assistant III,  
College of Education

JENNIFER MORETON BARKER  
Promoted to Senior Administrative Assistant  
from Administrative Assistant III,  
Development

JOHN ALEXANDER KIRCHNER  
Promoted to Contract Specialist  
from Buyer II,  
Procurement and Strategic Sourcing

JULIA G. PALACIOS  
Promoted to Academic Budget Specialist  
from Administrative Assistant II,  
Round Rock Campus

KELLY ANN DUNN  
Promoted to Senior Administrative Assistant  
from Administrative Assistant III,  
Human Resources

KRYSTYN D. JENSEN  
Promoted to Administrative Assistant III  
from Administrative Assistant II,  
School of Music

MARY JEAN ANDERSON  
Promoted to On-Line Course Developer II  
from On-Line Course Developer,  
Office of Distance and Extended Learning
MICHELLE LYNN VILLALPANDO
Promoted to Administrative Assistant III
from Budget Assistant, SLAC

NATHAN R. LAWRENCE
Promoted to Director, Grounds Operations
from Assistant Director, Grounds Operations,
Grounds and Waste Management Operations

PAUL R. FLORES
Promoted to Head Air Conditioning Mechanic
from Air Conditioning Mechanic II,
Facilities Operations

SHANNON KAY HICKS
Promoted to Academic Budget Specialist
from Administrative Assistant III,
College of Science and Engineering

WHITTEN J. SMART
Promoted to Special Assistant to the VPIT
from Supervisor, ITAC,
VP for Information Technology

ALFREDO MEDINA IV
Reclassified to Administrative Assistant II
from Administrative Assistant I,
Office of Undergraduate Admissions

ANDREW NICHOLAS RECHNITZ
Reclassified to Director, Technology Engagement
from Assistant Director, Learning Commons,
University Libraries

CAROLYN BALLARD ANZURES
Reclassified to Assistant Director, IT Business
Operations from Administrative Financial Analyst,
VP for Information Technology

CATHERINE A. STEVENS
Reclassified to Director, ITAC
from Assistant Director, ITAC,
IT Assistance Center

CYNTHIA V. KEILERS
Reclassified to Employment Relations Specialist
from Senior Administrative Relations Assistant,
Human Resources

ELIZABETH MISSY ELLIS
Reclassified to Director, ITAC
from Assistant Director, ITAC,
IT Assistance Center

SHAWNA R. WHITE
Reclassified to Grant Senior Coordinator
from Lecturer,
Texas School Safety Center
IN THE SPOTLIGHT: EMPLOYEE OF THE MONTH

Adam Clark

Systems Support Specialist I,
Department of History, College of Liberal Arts

EMPLOYEE OF THE MONTH
February 2019
Adam is always on top of updates, software programs, technological equipment (providing the equipment as well as the repairs), and responds to questions promptly and effectively. He communicates clearly and seems to have an endless supply of energy to do his job well in conjunction with giving back to the university by attending meetings and being a part of committees.

Adam is responsible for the technological needs of two departments and two centers, but still manages to answer calls and emails immediately. He always makes himself available to help set up for events. He not only helps with the set-up of the projector and screen, but he often stays to help set-up a venue and comes back to help take down the screen, put away chairs, load up food, etc. Adam goes above and beyond in his duties as Systems Support Specialist for the Department of History.

What makes Adam special is that he goes above and beyond while also pursuing his education. He is currently a doctoral student in the Department of Geography. His assistance and devotion to his work has not waivered as he has continued his education.

Adam continually strives to give back to the university and make it a better learning and work environment for students, staff, and faculty. He has completed this by leading Staff Council for several years to its most productive and active terms. Adam has worked in the community with Bobcat Build and various on campus Staff Council events and fundraisers.

Adam serves on several committees which help guide the university to function at its fullest potential. He has served on several university boards and committees, such as the Regental Planning Committee for the 2017-2027 University Master Plan and the Transportation Services Advisory Council. Adam has always worked to improve the learning and working environment here at Texas State. He is an invaluable member of our staff and Texas State University family.

What makes Adam special is that he goes above and beyond while also pursuing his education.

Congratulations, Adam, on your dedication and hard work!
HR Crossword Puzzle

Readers are invited to have some fun completing our HR crossword puzzle! Print this out, fill it in with answers found in this month’s bulletin, and send it in. Scan or send a picture of your completed puzzle to hr@txstate.edu, by March 8th. Five random puzzle winners with all the correct answers will receive a prize from HR!

**ACROSS**

3 Updates to UPPS 04.04.17 requires employees to self-report ______ charges within five business days.

5 The five days of Spring Break are ______

6 Staff Educational Development Program provides an opportunity for one full-time staff member per ______ in each cabinet member’s area to receive special support for degree work.

**DOWN**

1 New program that makes it easy for customers to find foods with embedded health benefits, important to their personal lifestyle.

2 March’s Featured Training – Managing Change – will be presented by Dr. ______

4 At the Texas State Resources Fair, you can meet staff from over ______ departments.