As a new fall has come to Texas State, the Class of 2023, the largest freshmen class in the history of the university, begins their journey. There is always a palpable excitement, ripe with possibility and opportunity, as we start each academic year, and this year is no different in that regard. The buzz of construction and progress continues around campus; our athletic teams are thriving on the field, the pitch, the court, and the track; and faculty members are teaching and inspiring a new generation of dreamers and doers.

This fall, however, the university also faces a significant challenge with regards to mistakes that were made in prior year Annual Security Reports (ASR). According to the Clery Center, "The Clery Act requires colleges and universities that receive federal funding to disseminate a public annual security report to employees and students every October 1st. This ASR must include statistics of campus crime for the preceding three calendar years, plus details about..."
### DATES TO REMEMBER

#### October
- Oct 1: Child Health Day
- Oct 2: International Day of Non-Violence
- Oct 5: World Teachers' Day
- Oct 7: World Habitat Day
- Oct 13: Navy Birthday
- Oct 14: Columbus Day (observed)
- Oct 16: Boss's Day
- Oct 24: United Nations Day
- Oct 31: Halloween

#### November
- Nov 1: All Saints' Day
- Nov 2: All Souls' Day
- Nov 3: Daylight Saving Time ends
- Nov 10: Marine Corps Birthday
- Nov 11: Veterans Day
- Nov 13: World Kindness Day
- Nov 14: World Diabetes Day
- Nov 28-29: Holiday – Texas State Thanksgiving Break
- Nov 28: Thanksgiving Day

#### December
- Dec 1: Rosa Parks Day
- Dec 2: Cyber Monday
- Dec 2: First Sunday of Advent
- Dec 3: World Day for Persons with Disabilities
- Dec 5: International Volunteer Day
- Dec 7: Pearl Harbor Remembrance Day
- Dec 10: Human Rights Day
- Dec 12: Feast of Our Lady of Guadalupe
- Dec 13-14: Texas State Commencement

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### AND THE WINNERS ARE...

#### July 2019 FSS Quarterly Team - Travel Office Team

Alyssa Aquillard, Isabel Valdez, Eric Algoe, Sydney Vogel, and April Serna.

#### 2019 FSS Customer Service Awards

SPOTLIGHT ON
PAYROLL AND TAX COMPLIANCE

The first week of September we celebrate National Payroll Week. This year “payroll saves the day” as we celebrate the unsung payroll heroes responsible for getting employees in America paid accurately and on-time, EVERY TIME!

Payroll and Tax Compliance, part of the Financial Services unit, is primarily responsible for:

Payroll
Producing and distributing payroll for approximately 8,000 employees.
- Processing 12 monthly and 12 supplemental payrolls for faculty, staff, and graduate assistants, and 24 semi-monthly payrolls for student and hourly employees.
- Transmitting payroll information and payments via direct deposit.
- Remitting retirement contributions to the Teachers Retirement System (TRS) and Optional Retirement Program (ORP) approved providers.
- Processing insurance (ERS) and Tex-flex remittances.
- Managing deduction requests for child and medical support, tax levies, creditor garnishments, bankruptcy orders, student loans and federal agency debt collections, charitable contributions, and voluntary deductions.
- Reporting to the TSUS office, state agencies, and outside vendors.

Tax Compliance and Reporting
- Withholding and remitting employment taxes to the IRS.
- Preparing and reporting monthly, quarterly, and year-end tax information.
- Issuing over 12,000 IRS forms including W-2, W-2C, and 1042-S.
- State tax withholding and remitting for TXST employees working and/or living outside of Texas.
- Filing annual tax returns for Texas State University, Harold M. Freeman Educational Foundation, TXST Research Foundation, and Southwest Conference.

Nonresident Alien Tax Compliance
- Administering tax treaties and exemption in accordance with federal regulations.
- Adhering to nonresident alien tax guidelines to set-up new foreign vendors, approve payments to foreign vendors, and report nonqualified scholarship payments.
- Withholding and remitting NRA taxes.
- Conducting tax software workshops for international students during tax season.

The office is located at JCK rooms 516 and 582 and their staff members include:

Madeline Davila (Director) is responsible for directing the university’s payroll functions to ensure that employees are paid in accordance with state and federal laws. She is also responsible for the University’s tax compliance.

Anna C. Hale (Payroll Services Assistant) is responsible for properly maintaining and processing the monthly payroll for our faculty and staff. She provides guidance to International employees on how to fill out important tax documentation to ensure that the University is complying with nonresident alien tax regulations. She enjoys her new position as it enables her to learn a different side of the financing world of the University.

Genet Hannah (Administrative Assistant III) is the face you see when visiting the Payroll Office. She organizes our offices and keeps us supplied using TSUS Marketplace. Genet completes all W-2 reprint requests, contacts employees who have unclaimed earnings, and directs phone inquiries and visitors to the correct staff for assistance.

Christian Hiner (Accountant III) is responsible for all payroll GL accounts reconciliations and payroll claims repayments and collections. He completes the annual filing of TXST informative and tax returns. Christian assists the Director and the Assistant Director with various projects. He is the go-to person for SAP posting journal and journal voucher uploads.

Monica Saenz (Payroll Service Assistant) is responsible for wiring funds to Wells Fargo for all paydays, handles bank rejects, deletes and reversals. She enters all direct deposits and electronic W-2 elections for new hires and employees without access to the SAP Portal. She also processes garnishments and other voluntary deductions. She is responsible for the quarterly Texas Workforce Commission reports (workers compensation) and prepares ORP payroll contributions.

Diana Salami (Assistant Director) is responsible for IRS tax deposits, payroll state reimbursements, remittance of TRS contributions, HRIS reporting, and quarterly/annual employment tax reporting. She also supports many of the campus departments with Salary/Fringe Report questions.

Diana Vallejo (Payroll Services Assistant) is responsible for properly maintaining and processing the semi-monthly payroll for our students and hourly employees. She works closely with the academic and Financial Aid and Scholarships departments to ensure our students are paid in a timely manner.

On an annual basis, the payroll team pays over $250 million to over 8,000 Texas State employees, transmitting 109,602 direct deposits and 8,106 checks.

You may ask, “How does such a small area handle this responsibility?” The answer is: TEAMWORK! The Payroll and Tax Compliance staff is focused on teamwork and collaboration, working together in an atmosphere of trust and accountability toward a common goal. The Payroll and Tax Compliance team will always go the extra mile to provide the best customer service to our internal and external customers.
Dia de los Muertos (Day of the Dead) is a cultural holiday that is often misunderstood. It is an annual celebration that, unlike the name implies, does not celebrate death, but the lives of people that have passed. Although it features skeletons, sugar skulls and colorful costumes, it has nothing to do with Halloween and is celebrated on November 2. We will all lose a loved one in our lives which will be a heartbreaking experience. Ironically, this holiday is therapeutic because it is a time to rejoice and remember those that have passed on.

This holiday tradition is becoming increasingly popular, in fact, this year Mattel released a Barbie celebrating Dia de los Muertos. In 2017, Pixar released the animated film “Coco,” which explores the traditions of the Day of the Dead and a 12-year-old boy's desire to become a musician despite his family's wishes. It focuses on the importance of family and the power of unconditional love. By the way... have tissue on hand because it will make you cry.

This article is also about a special friendship between three friends that established their friendship many years ago and how Dia de los Muertos brought them closer. Elsie Romano (Senior EHS Specialist - EHSRM) and Sylvia Cruz (Administrative Assistant III - SBS) met in 1968 along with their friend Sally Rosales. They were first-graders attending Bonham Elementary, currently the location of the Centro Cultural Hispano de San Marcos. Soon after high school, marriages occurred (Sylvia also became Sally’s sister-in-law) and family responsibilities for all took over.

In June 2008, Sally tragically lost her oldest son, Johnnie T. Rosales (also Sylvia’s nephew), when he was hit and run over by a drunk driver while walking home. Sally (who worked at the Student Health Center many years ago) was so touched by the overwhelming support from everyone that she and her family wanted to do something to give back to the local community and to remember and honor their son’s memory.

In 2013 the idea arose for a new event here in San Marcos, a 5K Run with a Dia de los Muertos theme. Proceeds would be allocated to the Johnnie T. Rosales Memorial Scholarship with a portion of proceeds also benefitting the Centro Cultural Hispano de San Marcos. A planning committee was formed and thus began the first-ever Dia de los Muertos 5K Run/Walk & Kids Fun Run and has continued since then to be an annual Fall event. A new tradition was also started, every year a deceased member of the San Marcos community is selected as the honoree and is remembered posthumously for their past community service. Past honorees include Ruben Ruiz Sr., Petra (Pat) Nicola, Augustin Lucio, Tomas "Tommy" Cuevas Jr., Rick Hernandez Sr. and Jr., and Ofelia Vasquez-Philo. This year’s selected honoree is the late Irene K. Mendez who is remembered for her many years of service as an educator to the children of San Marcos.

A few weeks before the race, the committee members and guests meet with the Mayor and City Council members for the annual Proclamation given in honor of Dia de los Muertos. After the proclamation is signed everyone gathers outside for a butterfly release. Last year had over 200 participants which included elementary and high school students as well as participants from the community.

The Dia de los Muertos race is a family-friendly event which offers face painting for early arrivals, door prizes, picture-taking opportunities with the legendary mascots, Catrina and her escort, Juanito, and unique sugar skull trophies, and other activities. For the seventh year, DJ Jammer Cruz, aka, Jesse Cruz (Mail Services) will return to provide the music.

If interested, come out to celebrate on Saturday, November 2, 2019 at Hernandez Elementary School at 333 Stagecoach Road... and of course, you are welcome to wear your favorite Dia de los Muertos running costume!

Lastly, the three friends have developed a deeper friendship as they work together on their quest to continue this new tradition. For more information or if you would like to volunteer or help in any other way, check out the links below.

Facebook: https://www.facebook.com/diaadelosmuertos5k.
MEET OUR NEW TEAM

Arthur Arevalo
Lieutenant
University Police

Arthur joins us from Austin, TX. He retired from the Austin Police Department and worked for the Travis County Sheriff’s Office for 2 years prior to coming to Texas State. In his spare time, he enjoys saltwater fishing.

Nicholas Bolintiann
Dispatcher
University Police

Nicholas is from New Braunfels. He worked at HEB warehouse in San Marcos before coming to Texas State. He has a brother Liam and two sisters, Megan and Erica. He enjoys playing video games and going on hikes with his dogs.

Sebastian Gerena
Dispatcher
University Police

Sebastian enjoys baseball and staying at home with his dog. He is also a full-time student in the Air Force ROTC program.

Alicia Barthel
Talent Acquisition Partner
Human Resources

Alicia is originally from Brownsville, TX and comes to us from A&M San Antonio where she served on the Employment Team within Human Resources. She is a first-generation college graduate. Alicia is married with 12-year-old twin girls, Sofia and Vanessa. In her spare time, she enjoys spending time with her family, watching movies, taking in an early morning jog, or reading a good book on the patio with a cup of coffee.

Armando Castillo
Systems Support Specialist I
Human Resources

Armando is originally from Boerne, TX and comes to us from ITAC. He loves most sports particularly basketball, soccer, and motorsport racing. He is a die-hard San Antonio Spurs fan and avid Formula 1 enthusiast. In his spare time, he enjoys a range of activities such as PC gaming, reading, playing golf, or watching Formula 1. Armando loves to laugh and enjoys stand-up comedy as well as comedy podcasts. He has a passion for all things technology and is in the process of pursuing a double major in Computer Science and History.

Adrianna Lindsey
Dispatcher
University Police

Adrianna hails from San Antonio. She worked at Amazon before coming to Texas State. She likes to read, be outdoors, and spend time with her family.

Sierra Bligh
Administrative Assistant II
University Police

Sierra is a recent TXST graduate from Austin, TX. She worked as a peer mentor on campus before coming to UPD. She has a very diverse family. As of now she just lives with her cats. Sierra loves reading, swimming, and napping. In her free time, she likes to see her friends and visit family in Austin. She hopes to someday work for Interpol and wants to travel as much as possible in the future.

James Dixon
Lieutenant
University Police

James joined UPD after he retired from the APD. Welcome, James.

Raymond Loriaux
Coord, Emergency Management
University Police

Veronica Martinez
Accounting Clerk II
Student Business Services & Bursars

Veronica is from Kyle and comes to us from Allstate where she was a licensed property & casualty agent. She has a daughter, Jayla (5), spouse Chris, and their fur baby Yoshi. She enjoys crafting and can make just about anything! She likes spending time with her family, especially having singing and dance parties with her daughter. She would also like to say she is goal-driven so if she has a goal in mind, she is going for it. Positive mind, strong in faith, and good vibes only for this lady!

Chelsey Bogner
Guard
University Police

Chelsey began her employment with UPD on July 29th; and is excited to join her spouse Christopher, who also works for Texas State.

Gabriella Gamboa
Administrative Assistant II
University Police

Born in Ft. Worth, and raised in San Marcos, she likes spending time with her family at the river or getting together for BBQs. She enjoys exploring new places, shopping, and napping. She graduated with a B.S. in Criminal Justice and is excited to be back at TXST and learn and grow with UPD.

Continued on page 7...
THANK YOU

VETERANS DAY - NOVEMBER 11, 2019

CUSTODIAL OPERATIONS
Mr. Bruce Banks
Mr. Fermin Torrez

ENVIRONMENTAL HEALTH,
SAFETY & RISK MANAGEMENT
Mr. James Frye

FACILITIES MANAGEMENT
Mr. Adam Gonzales
Mr. Gordon Green
Ms. Christina Lopez

FACILITIES OPERATIONS
Mr. William Brymer
Mr. Frank Castillo
Mr. Pablo Garcia
Mr. Gregory Hode
Mr. John Hunnicutt
Mr. Brian McKay
Mr. Dario Mendoza
Mr. Gilbert Morales
Mr. Ruben Salas
Mr. Stephen Sanders
Mr. Michael Shearer
Mr. Michael Spivey

FACILITIES PLANNING DESIGN
Mr. Frederick Maddox
Mr. Larry Miller

GROUND AND WASTE
MANAGEMENT OPERATIONS
Mr. Albert Gomez
Mr. Juan Hinojosa
Ms. Becky Johnson-Cronk

HUMAN RESOURCES
Ms. Melissa Demers
Mr. John McBride

MAIL SERVICES
Mr. James Dorsey

MATERIALS MANAGEMENT &
LOGISTICS
Mr. Frank Gonzalez
Mr. Richard Ruiz

OFFICE OF BUDGETING,
FINANCIAL PLANNING &
ANALYSIS
Mr. Cleve Thorn

PROCUREMENT AND
STRATEGIC SOURCING
Mr. John Kirchner

STUDENT BUSINESS SERVICES
& BURSARS
Ms. Stella Gallegos
Ms. Rita McMahon

TRANSPORTATION SERVICES
Ms. Janet Beltran
Mr. Jacob Cich
Mr. Wendell Harris
Mr. Alfred Klingenberg
Mr. Tomas Martinez
Mr. Kenneth Poindexter

UNIVERSITY POLICE
Mr. Patrick Cochran
Mr. Hector Conde
Mr. James Dixon
Mr. Andrew Flynn
Mr. Phillip Holden
Mr. Raymond Loriaux
Mr. David Michaud
Mr. Tad Palmer
Mr. Adam Rodriguez
Ms. Carrie Solitto
Ms. Susan Taylor
Mr. Darin Wilde

UTILITY OPERATIONS
Mr. Neil Bascos
Mr. Charles Childress
Mr. Lance Johnson
Mr. Wallace Jorgensen
Mr. Larry Mutschler
Mr. Jeremy Newberry
Mr. James Norton
Mr. Christopher Olivares
Mr. Terry Pittman
Mr. Juan Romero
Mr. Carl Teague, Jr.

VP FOR FINANCE & SUPPORT
SERVICES
Mr. Eric Algoe

"How important it is for us to recognize and celebrate our heroes and she-roses!"

Maya Angelou
MEET OUR NEW TEAM
...Continued from page 5

Madison Pfeiffer
Human Resources Assistant
Human Resources
Madison is originally from Houston, TX and comes to us from the San Antonio Stock Show & Rodeo where she served on the Concert Production team. She is a proud Texas State alumni (Class of 2018). In her spare time, she enjoys spending time listening to live music, biking, longboarding, spending time with friends & family, painting, and kayaking/浮动 the gorgeous San Marcos River.

David Garza
Police Officer
University Police
Originally from San Antonio, David worked security for three years before coming to TX State.

Christina Lopez
Facilities Management Technician
Facilities Management
Christina is originally from Brownsville and comes to us from her most recent employer, Texas Southmost College. Christina and her husband, Rudy, have a son named Sherard in college and a daughter named Soleece in high school. They also have five dogs: Hershey, Roscoe, Marko, Elvis, and Daisy. Christina's other interests are writing, reading, and researching.

Matthew Martinez
Grounds Maintenance Worker II
Transportation Services
Matthew Martinez, a San Marcos native, came to Parking Services as a Non-Student, Non-Regular. On July 1st, he began work as a full-time Grounds Maintenance Worker II. Welcome to the team, Matt!!

Carol Alvarez
Human Resources Assistant
Human Resources
Carol is originally from San Antonio, TX and comes to us from across campus working with the Wittliff Collections. She comes from a family of six and grew up sharing stories and laughter with her siblings. She enjoys journaling, taking polaroid pictures, watching films, trying out new teas, reading poetry, and sharing ghost stories.

Jennifer Paterson
Dispatcher
University Police
From San Antonio, Jennifer worked for Schertz Police Department as a communications shift supervisor before coming to TXST. She has a husband named Landon, son Zachary age 20, and daughter Kyndall age 16. She enjoys live music and going to concerts with her family. She and her husband travel a lot throughout the year and enjoy visiting new places.

Jessica Sediachek
Sr Human Resources Assistant
Human Resources
Jessica is originally from Phoenix, AZ and comes to us from Nexus in the area of Utilization Review. She is married with a 9-month-old little girl, Scarlett. In her spare time, she enjoys spending time with her two dachshunds and her family.

Deana Townsend
Talent Acquisition Coordinator
Human Resources
Deana is originally from Harper, TX and comes to us from Technology Navigators in Austin where she served as the Sourcing Manager. She is a TXST alumna who is excited to return to San Marcos. In her spare time, she spends time reading, riding horses, playing board games, eating out, and playing with her two dogs and cat.

Field Allison
Accountant II
Accounting Office

Steven Azar
Police Officer (Trainee)
University Police

Lisa Leopold
Buyer I
Procurement and Strategic Sourcing

George Garcia
Accounting Clerk II
Accounting Office

Abdel Reyes
Systems Analyst I
Facilities Management

Claudia Rodriguez
AP Coordinator
Accounting Office

Amy Thaxton
Buyer II
Facilities Management

BOBCAT CHATTER
What is the most interesting thing in your pocket, wallet, or purse?

James Dorsey
Manager
Print and Mail Services
A multi-tool. I have pliers, a screwdriver, knife, nail clippers, and a file at my fingertips.

Karen Munoz
Senior Administrative Assistant
Facilities
I attended Stevie Ray Vaughan’s final concert in Houston 2-1/2 months before he passed. I had the ticket in my wallet on that day, and I’ve carried it with me ever since – for 29 years.

Elizabeth Cruz
Human Resources Representative
Human Resources
A wedding invitation to my friend’s wedding where I will be a bridesmaid!
efforts taken to improve campus safety. ASRs must also include policy statements regarding (but not limited to) crime reporting, campus facility security and access, law enforcement authority, occurrence of alcohol and drug use, and the prevention of/ response to sexual assault, domestic or dating violence, and stalking. Our duty to produce accurate and reliable Clery data is of the utmost importance to our current community and to prospective students.

As the result of an external review of all the responsibilities and operations of the University Police Department (UPD) that was conducted in the fall of 2018 as UPD was moving from the Division of Student Affairs to the Division of Finance and Support Services, the university was made aware that our past ASRs did not appear to be fully in compliance with the Clery Act. The first recommendation of the reviewers in order to address this problem was that the university needed to hire a new Chief of Police with higher education law enforcement experience who had prepared compliant Clery reports in the past. We were fortunate enough to be able to do just that as Chief Laurie Espinoza-Clouse joined Texas State in February 2019.

Chief Clouse immediately embarked on the daunting task of producing a fully compliant Clery report and of correcting many of the problems with the process that had led to the inaccurate reporting in the past. The largest of those problems included software that tracked crime statistics that did not produce accurate reports and insufficient internal communications between the multiple offices that collect ASR-reportable data.

Within 30 days of starting, Chief Clouse directly addressed the internal communications problems of the past by forming a Clery-Compliance Committee. This committee now meets monthly to share and reconcile ASR-reportable data and to ensure that all the offices responsible for this critical task stay on the same page. We have also addressed the software issue that was part of the problem in the past in that we have replaced that software, and, more importantly, no longer rely solely on any software to produce accurate and reliable ASR data.

It is understandable that the significant errors in prior-year ASRs would undermine the ability of the community to trust that the university is now able to produce accurate and reliable data. We are committed to doing so and are actively working with external reviewers to help to validate our data as one step in beginning to rebuild that trust. External review will also be a standard part of our process in the future.

Finally, it is worth noting that the amount of crime now reported in the ASR brings us roughly into line with many of our peer institutions around the country. The incidence of many types of Clery incidents at Texas State, given the more accurate data reported in the 2018 ASR, suggests that we are about average in terms of campus safety as opposed to the old data which suggested we were significantly more safe than most of our peer institutions. This is a disappointing realization, and one that I hope we can turn into action by reaffirming that campus safety and security is at the top of our list of priorities.

Over the past six months, the university established a Safety and Security Task Force to help to catalog and promote the services and programs in place to help improve the overall level of security on campus, and to make recommendations about how to further improve security. I invite all of you to explore the safety and security website at www.safety.txstate.edu and click on the Safety Resources link to learn more.

Despite challenges such as the one described above, I am ever grateful for the hard work, passion, and professionalism of all the faculty and staff at Texas State. Together we can act to ensure that our students receive the world-class educational experience that they deserve. Thanks to all of you for making this place a home for our students and a strong community for all.

“Can you not see that the task is your task - yours to dream, yours to resolve, yours to execute?”

-Upton Sinclair, The Jungle

The Finance and Support Services Division in support of the University’s mission is dedicated to providing outstanding customer service and a challenging and satisfying work environment while ensuring the efficient and effective use of financial, human, and physical resources.

Committee
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