

Winter 2019

FSS *Essentials*



FSS VISION:

*Outstanding Support
and Service: Making a
Difference at Texas State*

Eric Algoe
Vice President

Cristine Black
*Assistant VP, Budgeting, Financial
Planning & Analysis*

Darryl Borgonah
Associate VP, Financial Services

Rickey Lattie
Interim Director, UPD

John McBride
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Wendy McCoy
Director, EHS&RM

Nancy Nusbaum
Associate VP, FSS Planning

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Tom Shewan
Associate VP, Facilities

Valarie Van Vlack
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LETTER FROM THE VICE PRESIDENT



As we enter 2019, I encourage all of us in FSS to take a moment to reflect on the good work we do here at Texas State University. Each and every one of us plays an important role in educating the leaders of tomorrow and supporting research that can have a real impact on the world. I know that I find a strong sense of personal and professional pride in the small part I play in making the future of our world better than it might otherwise be, and I invite you to join me in feeling that same sense of pride.

While we should all feel good about being Bobcats, we don't have too much time to rest on past accomplishments. Our students, their parents, the people of Texas, and the world-at-large demand that we continue to aggressively get better in every way possible. To that end, every department in FSS has goals that they would like to meet in the coming year. I have compiled a small sample of some of those goals here so that anyone who is interested can get a glimpse at the bigger picture.

I hope you find some value in and appreciation for the variety of goals that your peers and colleagues are working towards, and, as always, I invite you to share your ideas about how we can get better with your supervisor or with me directly. Many of our best ideas come from you, the backbone of FSS. Thanks for all you do.

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DATES TO REMEMBER

January

- January 1
 - New Year's Day
- January 2
 - End of Winter Break-Texas State University
- January 4
 - World Braille Day
- January 6
 - Epiphany
- January 15
 - National Hat Day
- January 21
 - Martin Luther King Day-Texas State Holiday
- January 22
 - First Day of Classes

February

- February 2
 - Groundhog Day
- February 3
 - Super Bowl LIII
- February 4
 - World Cancer Day
- February 12
 - Abraham Lincoln's Birthday
- February 14
 - Valentine's Day
- February 18
 - President's Day
- February 20
 - National Love Your Pet Day

March

- March 1
 - Employee Appreciation Day
- March 2
 - Texas Independence Day
- March 5
 - Fat Tuesday
- March 6
 - Ash Wednesday
- March 10
 - Daylight Savings Time Starts
- March 18-22
 - Spring Break (EC Days)-Texas State University
- March 17
 - St. Patrick's Day

- March 20
 - First Day of Spring
- March 22
 - World Water Day
- March 30
 - National Take a Walk in the Park Day
- March 31
 - Cesar Chavez Day

AND THE WINNERS ARE...

October 2018 FSS Quarterly Team



Eric Algoe, Chad Thomas, Elsie Romano, Colleen Cook, Gus Cantu, and Lynn Lindsay. Not Pictured: James Frye and Shea Cockrell.

August 2018 Employee of the Month



Steven Herrera, Sharon Wilsford, and Eric Algoe.

VPFSS Brown Bag

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

Wednesday, Jan 16

**Print and Mail
Services**

11:30 a.m. - 12:30 p.m.

Wednesday, Feb 16

Facilities Operations

12:00 p.m. - 1:00 p.m.

Wednesday, Mar 13

**Materials
Management**

11:30 a.m. - 12:30 p.m.

SPOTLIGHT ON PROCUREMENT AND STRATEGIC SOURCING

The Procurement and Strategic Sourcing (P&SS) Office strives to provide quality customer support by providing efficient and effective purchasing services in support of the University's educational goals. Our goal is to provide excellent customer service, guidance, and information regarding basic Purchasing Guidelines as mandated by Federal, State, and University rules and regulations. We help guide our customers in obtaining products and services from appropriate sources at the lowest total cost while ensuring the best overall value. Through the development and administration of policies and procedures, we serve as stewards of the University's resources by facilitating the acquisition process, while striving to minimize risk to the University and adhering to government and institution rules and regulations. P&SS maintain cooperative relationships and apply sound business practices while working with our customers and suppliers. P&SS is also responsible for managing the University Historically Underutilized Business (HUB) program to ensure compliance with the state mandate for HUB participation for all state agencies.

Under the guidance of Bobcat alumni Dan Alden, Director of Procurement and Strategic Sourcing, the P&SS staff processes almost 30k purchase orders annually. In FY18 this accounted for approximately \$385 million in total spend for the University. Additionally, this office is responsible for the administration of the Procurement Card program, which has over 700 cards with approximately \$3 million annual spend. We utilize supply chain strategies while assisting departments with Request for Proposals, evaluations, and contract formation in various areas of campus activity.

Melisse Shepherd serves as the assistant director for Contract Compliance and Professional Services. In addition to her responsibility managing contracts for the University, she also supervises the P-Card and Vendor Maintenance processes. She holds a degree in Business Administration.

Assistant Director Billy Becker is responsible for strategic sourcing and commodity purchasing. All department buyers report to Billy and include Krista Salas, Linda Rodriguez and John Kirchner.

Our buyers are all certified with the state of Texas as Certified Purchasing Managers and Certified Contract Managers. Each buyer analyzes prices and compares to open market and existing vendor contract pricing. They help the University by managing vendor catalogs and pricing within the SAP and e-procurement system. Buyers coordinate and review purchase requisitions for accuracy and compliance and process them into purchase orders. They work with various departments on solicitations as needed.

John Kirchner joined the department in 2016 as a Buyer. Along with John's full-time work with the University, he is also enrolled at the University studying finance. John works a lot with personal service agreements for the University. Personal service agreements are used for individuals who work as contractors supporting the University for various roles ranging from alcohol and tobacco compliance to speaking engagements for students, faculty and staff.

Krista Salas has over 20 years of experience working at Texas State University. Krista is responsible for reviewing and processing purchase requisitions, generating purchase orders, and ensuring that the proper documentation is submitted to vendors. Krista provides great customer service to the campus community and ensures that all proper procedures are followed for a smooth ordering process. Krista also serves on the Texas State University Staff Council.

Linda Rodriguez is the newest buyer of the team. She comes to us from Hays County where she served as their purchasing specialist. Linda is also a native of San Marcos and a proud Rattler.

Lauren Clawson has been on the P&SS team since 2015 and has served in various roles. She has worked as a Procurement Analyst, Admin and most recently as Contract Specialist. Lauren works mostly on contracts and maintaining our contracting system, Total Contract Manager (TCM).

Cynthia Balboa is a recent team member to the department and works as a Procurement Analyst. Her responsibilities are managing the P-Card process and compliance along with supporting the vendor maintenance process for the department.

Our newest team member is Karina De Leon. She joins us from the north pole where she attended St. Olaf College located in Northfield, Minnesota where she majored in Psychology and Spanish. Karina is a native of south Texas and currently resides in New Braunfels.

The department has two wonderful student workers who have been with us since they were freshmen. Giselle Gonzalez and Talisyn Vale are both sophomores with Texas State University and are probably one of the friendly voices or faces you might hear or see whenever someone reaches out to the department.

P&SS is designated as an essential services department and has regular hours of 8-5 M-F and is located in suite 527 in the JC Kellam Administration building.

CATS COOKING



Ingredients

Soup

- 2 tablespoons vegetable oil
- 1 small onion diced
- 2 tablespoons minced garlic
- 2 jalapeños, finely diced
- 6 cups low-sodium chicken broth
- One 14.5-ounce can fire-roasted diced tomatoes
- One 14.5-ounce can black beans, rinsed and drained
- 3 chicken breasts, boneless and skinless
- 2 limes, juiced, plus wedges for garnish
- Salt and freshly ground black pepper
- 1 cup roughly chopped fresh cilantro leaves

Chicken Tortilla Soup

Toppings

- One 8-inch flour tortilla, grilled, cut into thin strips
- 1 avocado, pitted, sliced
- 1 cup shredded Monterrey cheese

Instructions

1. In a large saucepan heat the vegetable oil.
2. Add the onions and cook for 2 minutes.
3. Once the onions have softened add the garlic and jalapeños and cook for another minute.
4. Pour the chicken broth, tomatoes and beans into the pot and bring to a boil.
5. Once at a boil lower heat to simmer and add your chicken breasts.
6. Cook the chicken for 20 to 25 minutes.
7. Once the chicken is cooked remove from pot.
8. When cool enough to handle shred it and set it aside.
9. Add lime juice and fresh cilantro to the pot.
10. In a serving bowl add a mound of shredded chicken.
11. Ladle soup over chicken and top with a lime wedge, grilled tortilla strips, avocado slices and cheese.

Do you have an amazing recipe you would like to share? The FSS Newsletter committee would love to hear from you! Send your recipe and any pictures to VPFSS@txstate.edu for a chance to be included.

LETTER FROM THE VICE PRESIDENT

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Facilities

On top of the scores of smaller projects that they handle all the time around our campuses, Facilities will manage several large projects in 2019, including the expansion of the LBJ Student Center and the Alkek Library renovation, and will complete the full renovation of Blanco Hall this summer on time and under budget. In addition, we will be completing major renovations to Elliott, Encino, Jowers, and R.F. Mitte Halls.

Access Services and the Lock Shop are now a part of Facilities, and significant investments are planned to improve those service areas.

Auxiliary Services

Auxiliary Services will open at least three new dining locations in 2019. In early spring, Bruce and Gloria Ingram Hall will be getting a small lobby café. Similar cafés will open in the University Events Center, also in the spring, and the McCoy College of Business in the fall.

Planning will begin this year to move Print and Mail Services out of the West Warehouse and into the current Aqua Sports Center building on the San Marcos campus by 2020.

Human Resources

Human Resources will be pursuing an ambitious agenda for 2018 that includes many goals. Two of the more significant projects and activities follow.

Job Profile Builder is software that we plan to implement in 2019. It will allow us to write better position descriptions and it will assist in

examining the University's current pay structure and provide better job market pay comparisons and analysis.

We will finalize First Line Supervisor, Management, and Business Administrator training. The Business Administrator Certification program will be focused on the business processes of the University and how best to work with and through them.

Transportation Services

Transportation Services will implement a new parking management system with License Plate Recognition (LPR) capacity by the fall. This will streamline purchasing a permit, visitor parking, and rules enforcement. LPR will eventually do away with the need for parking stickers or hang tags and provide for a mostly paperless system.

Transportation Services is also working on a potentially historic project to merge the city of San Marcos public transit system and the University shuttle service into a single, seamless transportation network.

Treasury and Student Business Services

The Treasurer's Office and Student Business Services highest goal is to provide outstanding customer service while maintaining the fiscal integrity of the University. SBS will continue to explore innovative ways to help students stay in school and handle their financial commitments. The University Treasurer will conduct a thorough assessment of our primary Bank Treasury and Depository services now that the Texas State University System has awarded contracts to two banks for us to choose from.

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MEET OUR NEW TEAM

Emily Himes

Human Resources Analyst
Human Resources

Emily comes to Texas State from Stillwater, Oklahoma where she worked for eight years as the HR Manager for a non-profit organization that helps victims of violent crimes. She has been with her husband JT for 10 years and they have two beautiful girls, Cora (6) and Riley Rose (2). Emily and her husband first came to this area 10 years ago to visit family and always dreamed of moving here, so she is very excited to call this new area home. She graduated from Oklahoma State University with a Bachelor's in English. In her free time, she loves spending time with family, watching good movies, listening to music, and trying new wine.



Kendra Marsteller

Police Officer
University Police

A native of Houston, Kendra is a graduate from Texas State with a B.S. in Criminal Justice. She left Texas State to continue her studies at the University of Cincinnati. She comes back to the university after working for the Comal County Sheriff's Office. She loves music, playing video games, watching movies, and paints. Her favorite superheroes are Captain America and Wonder Woman. She also volunteers her time in Victim Services with the San Marcos Police Department. If you ever see her around campus stop and say hello.



Wendy McCoy

Director
Environmental Health, Safety and Risk Management

Wendy comes to us from UTSA where she was Laboratory Safety Manager. Her husband is a professor at St. Mary's University. They enjoy living in San Antonio where it doesn't get very cold. She enjoys working in safety because the job is never the same from day to day and there is always something new to help resolve.



Rusty Ray

Construction Contract Administrator
Facilities Planning Design

Prior to coming to Texas State, Rusty Ray worked in Winona, Minnesota at OWA Architects. He is originally from Whitney, Texas, near Waco. He is married to Drea and they have a dog named Rex. Rusty enjoys hiking, woodworking and fishing. He's glad to be back "home" in Texas.



Joseph Valdez

Facilities Maintenance Worker I
Facilities Operations

Welcome Joseph Valdez, Facilities Maintenance Worker I in Facilities Operations. Joseph previously worked in the truck and trailer industry for the six years prior to coming to Texas State. He and his beautiful fiancé, Rebecca, are looking forward to their upcoming wedding in November 2019. He loves to work with youth and volunteers with his Catholic parish in Austin. He plays guitar and loves country music. Joseph is appreciative of being welcomed into the Bobcat Family!



Jacob Cich

Parking Services Officer
Transportation Services

Jacob moved to Schertz, Texas from Minnesota where he worked for the National American University-Minnesota. He joins the Parking Services team as a Parking Services Officer.

Julian Morell

Construction Contract Administrator
Facilities Planning Design

Julian Morell, the newest Construction Contract Administrator with Facilities Planning Design and Construction (FPDC). Julian was born and raised in McAllen, Texas. His background is in the energy industry (oil) and also in medical devices. He comes from a large family of eight siblings and has two sons, Alex and Michael. He is interested in being outside – "if it's outside, I enjoy it!" Julian has an M.E. from the University of Texas and would prefer reading over listening to music or watching television. He also prefers mountains over beaches.

Hannah Savard

Cashier
Transportation Services

Hannah joins the Parking Services staff as a Cashier. She comes to us from California. In her spare time, she enjoys making costumes and doing SFX makeup.

Natalie Taylor

Parking Services Officer
Transportation Services

Natalie Taylor, a prior Mary Kay beauty consultant, joins the Parking Services team as a Parking Services Officer. Natalie grew up in Houston but now resides in the area with her wife, Sergeant Sue Taylor, who works with the University Police Department. In her spare time, Natalie enjoys playing the piano, singing, playing on the PlayStation 4, and working out with Camp Gladiator. She is very happy to be a Bobcat and working with Texas State.

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STAFF SCOOP FSS Employee News



Patrick Cochran, UPD, is excited to announce the graduation of his son Garrett Cochran from Texas A&M on December 15 with a bachelor's degree in Business. He completed his degree in just 3.5 years with a GPA above 3.5. He spent the 2018 spring semester in France as an exchange student at the EM Strasbourg Business School.

Long-time **Transportation Services** student worker, DaNae Winston graduated with a BS in Electrical Engineering this fall. She will be moving on to do great things with Dell, although she will be missed in the Transportation Services office. Congratulations, DaNae!



Shea Cockrell, Environmental Health, Safety and Risk Management, is proud to announce that her oldest son, Rowan, was one of 12 students from the Miller Middle School Band who competed and placed into the All Region Band (Region 12). Rowan, a 7th grader who plays trumpet, is pictured in the back row, third from left. He was one of 500 students from San Antonio, New Braunfels, Seguin, Lockhart, and other surrounding areas who competed in the auditions. He competed with 67 other trumpeters and placed as 10th chair. Great job Rowan!

MEET OUR NEW TEAM

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Cynthia Balboa
Procurement Analyst
Procurement and Strategic Sourcing

Phillip Balke
Habitat Conservation Technician
Grounds and Waste Management
Operations

William Becker
Assistant Director
Procurement and Strategic Sourcing

Karina De Leon
Administrative Assistant I
Procurement and Strategic Sourcing

Andrew Clark Flynn
Police Officer
University Police

Caleb Hughes
Guard
University Police

Joe Juarez
Accountant III
Accounting Office

Douglas Mallard
Warehouse Worker
Materials Management & Logistics

Beth Ortiz
Administrative Assistant II
Accounting Office

Linda Rodriguez
Buyer I
Procurement and Strategic Sourcing

Bianca Soto
Administrative Assistant II
Accounting Office

Nikos Tzortzinakis
Grounds Maintenance Worker II
Grounds and Waste Management
Operations

BOBCAT CHATTER

What is one favorite thing you do for yourself?

David Camacho
Grounds Maintenance Worker II
Transportation Services

"When I can, my favorite thing to do is getting in my car and driving for an hour or two. No music, no passengers. It helps me reboot my frame of mind."

Carolyn Holesovsky
Senior Administrative Assistant
Finance and Support Services Planning

"My favorite thing that I do for myself is to take vacation cruises every couple of years"

Diana Trelles
Assistant Director
Environmental Health, Safety & Risk
Management

"Adoration: prayer is so powerful and it is so relaxing and peaceful. Pampering: monthly manicure and pedicure. Family: spending quality time with family (especially with grandbabies!)"

OFF THE CLOCK

Jesse Cruz

Mail Services - Head Mail Clerk



You might recognize Jesse Cruz as one of the DJs that provides music at some of the FSS picnics. At a young age, he aspired to be a singer, but his dreams of becoming a singer shifted when puberty struck and caused his voice to change. But music was in his blood, and a window of opportunity opened when he was asked to DJ a wedding.

February 14, 1985, was the very first time that Jesse carried his equipment to the Father Luna Hall at the Saint John the Evangelist Catholic Church. Jesse was thirteen years old at the time.

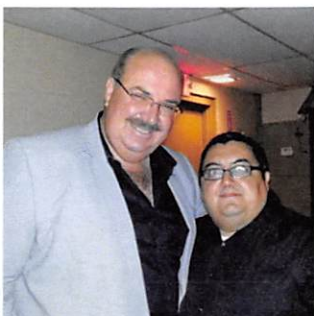
In 2000, Jesse started working for Austin radio station KQ Hot Tejano. He created the radio mixes for the entire week. One fateful day, two weeks into his new job, one of the DJs didn't show up to work. Desperately, the station manager gave Jesse a quick crash course and from that day on, Jesse's voice was heard in the surrounding area and he became Mr. Weekend Jesse the Jammer. He spent the next four years meeting, greeting, and interviewing various well-known Tejano artists.



Dr. Jesse Gainer, Grammy Award Winner Little Joe, and Jesse.

He has an impressive collection of record albums autographed by artists throughout his time at the radio station.

One of Jesse's biggest fans is Mr. Joe Morales, nationally recognized broadcaster in the radio industry for over 40 years and is known as THE VOICE



Joe Morales and Jesse



Jesse has met Grammy award winners Ramon Ayala, Little Joe, Ruben Ramos, and Elida Reyna. He has also met Shelly Lares, 2005 Female Vocalist of the Year and Entertainer of the Year, Michael Salgado and the late Jimmy Gonzalez.

of TEJANO MUSIC. Joe had some very kind words to say about Jesse:

"What I like about Jesse is his great disposition and his quiet, humble demeanor. In my opinion, I consider Jesse to be one of the best DJs in the State of Texas. I say this because of all my years and experience as a radio broadcaster, I have witnessed how Jesse knows how to connect with the audience, how he keeps the audience entertained, how he knows how to work the audience and how he knows to switch the music to keep the crowd on the dance floor. Jesse is well balanced and well-rounded and knows the music too."

Throughout the years, Jesse has traveled to Kansas and all around the great state of Texas. In the process, he has been

approached by internet radio stations and Tejano radio stations to work as a radio DJ. Fortunately, Jesse has graciously declined the many offers because his passion, and his roots, are here at Texas State. Jesse has four children and his oldest daughter, Jessica, is currently attending Texas State as a senior working on a degree in Education. She plans to become a teacher after she graduates.

In 2015, Jesse's nephew, Raul, hosted a huge community celebration to celebrate Jesse's thirty-year anniversary for his contributions and years of service to the community. He was very honored by this kind gesture. He has been recognized by several community organizations for his continued support and generously donated hours.

Jesse is passionate about what he does and where the journey as a weekend DJ has taken him. In the DJ world, he is known as San Marcos Best Jammin X-Press which provides music for all kinds of celebrations. Jesse loves to post some of his live performances, so you can follow him on Facebook under Jesse Cruz.



Jesse, Grammy Award Winner Ruben Ramos and Radio Manager Elena Q

Thank you, Jesse, for sharing your interesting adventures as a DJ but most importantly we applaud you for the many hours of service to the community and we look forward to your gig at the next FSS picnic.

OFF THE CLOCK is a section in the newsletter that showcases an interesting fact about a staff member in the FSS division. Did you publish a book, do you have a hidden talent, do you have a unique collection, or do you have an interesting hobby (just to name a few suggestions)? We welcome any information you would like to share in the newsletter!

LETTER FROM THE VICE PRESIDENT

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Financial Services

Financial Services will continue to explore expanding Total Contract Manager, to include training manuals, the rollout of customized digital routing for approvals, and eSignature to The Texas State University System and all areas of the University community.

We will implement a comprehensive travel booking and reporting tool. In phase one of the rollout, the travel booking portal will be introduced which would look and feel similar to mainstream travel booking sites such as Expedia or Travelocity. In phase two, the travel expense reporting portal and App will be rolled out which will include eReceipts, trip preapproval, and the ability to estimate travel expenses. Last but not least, a Duty of Care feature will be offered to assist travelers should emergencies arise during their travel.

Environmental Health, Safety, and Risk Management

Environmental Protection and Lab Safety continues to take steps to support the new

buildings added to the San Marcos and Round Rock campuses in 2018. Those facilities brought a 40% increase in the number of labs on the campus. Major lab safety activities planned for this year include adding an additional staff member qualified in lab safety management, completion of standardized chemical hygiene plans for every lab; fully implementing the Chemical Safety EHS Assistant software; and the establishment of a University-wide Lab Safety Committee.

Budgeting, Financial Planning, and Analysis

The Budget Office will be coordinating the work of monitoring and responding to scores of legislative information requests as we enter into the legislative session for the first half of 2019. Additionally, they will be rolling out the financial planning and forecasting tool that we implemented in 2018 for use in meetings with the account managers for our largest fee-based accounts to ensure their planning is in alignment with the University's overall budget plan.

University Police Department

Long-present issues of racial unrest, religious freedom, gender equality, fear of the police, perceptions of safety, and freedom of speech, among others, continue to find a voice on college campuses and communities across America. While the underlying issues that continue to drive these issues are older and bigger than our country, the university police force is uniquely positioned to make a positive impact.

Under the leadership of a new Chief of Police and an almost entirely new command staff in 2019, University Police Department (UPD) will redouble their focus on community-based policing and supporting the core values of Texas State University. UPD will also begin planning to move into a new home at our West Warehouse facility in order to make Nueces available for the Academic Testing Center and will begin the long journey towards becoming a fully accredited police department that utilizes best practices in all elements of their training, policies, procedures, and actions.

A Final Note about our Shared Values

In pursuing our mission, we, the faculty, staff, and students of Texas State University, are guided by a shared collection of values. The full text of those values can be found on the University website and in many of our publications, so I will not repeat it here. However, I would ask that all of us focus in on a few of the phrases in our core values. These are bedrock beliefs at Texas State and will likely serve us well in times both good and bad for many years to come.

Remember:

- We value a diversity of people and ideas.
- We value a spirit of inclusiveness.
- We value a sense of community.
- We value honesty, integrity, compassion, fairness, and respect.
- We value dialogue.
- We value student involvement.
- We value the free exchange of ideas.

Do your best to remember these and all of our core values as a University. Use them as talking points whenever you feel the need, and when you need a reminder of the strong foundation and beliefs that should guide us as we go about our daily tasks. I am proud to be a part of the Texas State Community. I am proud of our shared values. I am proud that we do not always accept what is comfortable or convenient as a community, but instead dare to ask difficult questions of ourselves in our dedication to making progress towards a world that both shares and models these values.

I hope you will join me in feeling that sense of pride. Rest assured that 2019 will be a great year to be a Bobcat.

Digitally printed and addressed at Copy Cats at Texas State

TEXAS  STATE
UNIVERSITY

The rising STAR of Texas

"Darkness cannot drive out darkness: only light can do that. Hate cannot drive out hate: only love can do that."

-Martin Luther King Jr.

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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