

Winter 2018

FSS *Essentials*



FSS VISION:

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

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LETTER FROM THE VICE PRESIDENT



As we enter 2018, 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 do not 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 improve 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 of the bigger picture.

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DATES TO REMEMBER

January

January 1

- New Year's Day

January 3

- End of Winter Break-Texas State University

January 4

- World Braille Day

January 6

- Epiphany

January 8

- Clean Off Your Desk Day

January 10

- Houseplant Appreciation Day

January 13

- Late Schedule Changes Begin

January 15

- Martin Luther King Day-Texas State Holiday

January 16

- First Day of Classes

January 24

- Late Schedule Changes End

February

February 2

- Groundhog Day

February 4

- World Cancer Day
- Super Bowl LII

February 12

- Abraham Lincoln's Birthday

February 13

- First 8 Week Class: Last Day to Drop

February 14

- Valentine's Day
- Ash Wednesday

February 19

- President's Day

February 20

- Cherry Pie Day

February 28

- First 8 Week Class: Withdrawal Deadline

March

March 2

- Texas Independence Day

March 3

- Employee Appreciation Day

March 6

- Second 8 Week Class: First Day of Classes

March 11

- Daylight Savings Time Starts

March 11-18

- Spring Break- Texas State University

March 17

- St. Patrick's Day

March 20

- First Day of Spring

March 25

- Palm Sunday

March 27

- Full Term Class: Last Day to Drop

March 30

- Good Friday

March 31

- Cesar Chavez Day
- Passover

AND THE WINNERS ARE...

October 2017 FSS QUARTERLY TEAM



GROUPS & WASTE MANAGEMENT OPERATIONS: **Grant Love, John Scott, Nathan Lawrence, Larry Peralez, Sr., Robert DeLeon, Bentura Vargas, Baldemar Zuniga, Rick Rodriguez, David Sanchez, Adrian Castilleja, Samuel Perez, Ruben Juarez, Michael Harrison, Al Harrell, Albert Gomez, Raymond Martinez, Rolando Bolanos, Joshua Romero, Joe Pardo, Juan Maldonado, Greg Sanchez, David Sambrano, Joaquin Martinez, Laurence Martinez, Sandra Spotts, Chris Miller and Electro Zuniga.**

The Grounds & Waste Management Operations team came in and made sure that all roads and walkways were passable and safe for students, faculty, staff, and any other visitors to campus after Hurricane Harvey. All hazardous debris removed, roads were made passable, and walkways were cleared. This allowed the University to open on the second scheduled day of classes.

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:

Tuesday, January 23 **FSSP & Transportation** **Services**

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

Thursday, February 22 **Bookstore & Auxiliary** **Services & ID Services**

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

Tuesday, March 20 **Utilities Operations**

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

SPOTLIGHT ON UTILITIES OPERATIONS

Utilities Operations (UO) is responsible for the safe, reliable, and cost-effective delivery of utilities throughout campus. Reporting through Associate Vice President Tom Shewan of Facilities, UO is a 54-person team of highly skilled individuals whose daily work routines help keep the lights on and the spaces air conditioned for the majority of buildings on campus. In addition to delivery of energy, UO is responsible for most of the water used on campus, as well as building automation systems and fire protection systems.



Plant Operator Hilario Villarreal with Plant Mechanic Bryan Brassell working together to ensure safe startup of Boiler 1 at Central Plant.

Under the direction of Jim Vollrath, Director of Utilities Operations, UO operates four separate chilled water plants, delivering 44-degree F chilled water through a network of 10 miles of underground pipe to buildings throughout the campus. The chilled water is then used by individual building HVAC systems to provide air conditioning throughout the year.

Assistant Director Mario Molina, is responsible for the day to day operations of utility operations. His team members include John Shen, Manager – Operations and Energy and Carl Teague, Manager – Maintenance, along with their staff, who work tirelessly to keep the utility systems operating safely and efficiently. This includes the two steam plants on campus: Central Plant and West Plant. Steam is produced at each plant through boilers operating on natural gas. Similar to the chilled water system, steam is distributed to campus buildings through a maze of pipes, including nearly one mile of walkable steam tunnel, and another 10 miles

of direct buried piping. Plant operators, mechanics, and water technicians are vital to insure all heating and cooling assets are operating safely and at optimal performance.

UO operates and maintains the Jackson Well, the main source for over 87 percent of the potable water used on campus. Licensed water operators work to ensure the quality of the potable water exceeds regulations set forth by Texas Commission on Environmental Quality (TCEQ), the environmental governing authority in the State of Texas. Utility maintenance workers are responsible for maintaining the campus' storm sewer system, also complying with TCEQ strict regulations.

While UO no longer generates electricity on campus, it does receive medium voltage power from the City of San Marcos. Power is then delivered to campus through a system of underground electrical ductbanks, electric manholes, switches and transformers. Highly trained distribution electricians are responsible for taking receipt of this power from the city and safely delivering it to the buildings.

Ron Humphrey – Project Manager, and Mike Krouse – Construction Contract Administrator, manage the ongoing maintenance and capital improvement projects for utility infrastructure throughout the campus. Stacia Moore – Administrative Assistant is critical to providing the necessary support services to all UO employees.

Control technicians lead the charge for building automation systems (BAS). This group of employees, working with Facility Operations, continue to make improvements in building HVAC automation systems, allowing the campus to realize savings in energy. In addition to BAS systems, this group also oversee fire detection (alarm) and fire protection (sprinkler) systems.

All UO staff members are dedicated to developing new methods and techniques to reduce overall campus energy consumption. Juan Romero – Utilities Analyst is responsible for tracking all monthly energy data, as well as compiling regulatory reports and budget forecasts.

DID YOU KNOW???

Utilities Operations is one of two organizations on campus that maintains a campus presence 24/7/365? The other is the University Police Department. So, when everyone is enjoying a break, dedicated members from the UO team will be working to ensure all utility systems throughout campus remain on.



Plant Operator Dennis Pennings monitoring status of all utility plants from inside the newly remodeled control room at Central Plant.

WELLNESS WISDOM

Meal Prepping



As the new year rolls around, many people will renew their commitment to a healthier lifestyle, and that usually involves a resolution of, "I'll eat out less, and cook at home more!" Cooking after a long day at work can be difficult, and resisting heading out with the office to Torchy's is even harder, but luckily, Meal Prepping can help!

Meal prepping is preparing some, or all, of your weekly meals ahead of time. For some people this means cooking every meal for the week the Sunday before; for others, it is simply doing all the prep work ahead of time, so dinners can be quickly cooked.

How to Prep:

Plan

Make a menu for the week. Now you can take prepping as far as you want to. You can:

1. Cook enough protein, veggies, starches to eat for the week, and then mix-and-match daily.

or

2. Cook several full recipes to generate enough meals to alternate for the week.

Decide what you want to eat and what ingredients can be used in multiple meals. Check your pantry and fridge for ingredients, make a shopping list, and don't forget containers to put your prepped food in!



Shop

Head to HEB or your preferred store. The stores are often less busy on Saturday nights or Sunday mornings.

Learn more at
mymealprepsunday.com

Prep

After you have planned your meals and bought your ingredients, it's time to start cooking. Most meal prep experts suggest starting cooking your proteins first, then your grains and finally your veggies. Don't forget your Crockpot or Insta Pot. They're great time-savers — just add ingredients, set, and forget. While it's cooking one recipe, you can focus on another.

Assembly

Once all of your meals are cooked, evenly portion them out into your containers so you can quickly grab your meals on the way out the door. Let them cool before you put the lids on and refrigerate them because you don't want to steam the food in the container.

Do I have to cook everything?

The point of meal prep is to make life easier for you during the week, but this doesn't mean you have to pre-cook all your food. For example, you can patty out hamburgers before you freeze them, or make a large batch of sauce to freeze in small portions.

Or consider creating some slow-cooker preps, where you just dump prepared ingredients in a slow-cooker before work. For freshly cooked vegetables, you can portion them out for each meal and put them in containers ready to be cooked. If a recipe requires a lot of chopping, you can do this in advance as well. You can also wash all fruit and portion cheese and nuts for easy grab-n-go snacks.



Remember to check the FDA's Refrigerator & Freezer Storage Chart to see how long items store safely.

Tips for Success:

1. Keep it simple.

Meal prepping is already complex, so there's no need to complicate your recipes.

2. Prepping your Problem Meal.

Always stop at Chepo's on your way to work? Make sure breakfast burritos are in your prep.

3. Multitask

Remember that you can cook lots of different things at the same time. Use your oven to its fullest. There's no need to place one thing in there at a time.

There are a lot of good reasons to start preparing meals – or portions of a meal – ahead of time. But the biggest reasons are: it saves sanity, time, and money and generally you will be eating healthier.

STAFF SCOOP

FSS Employee News



Vanessa Salazar (Human Resources) who earned her master's degree in Communication Studies, won the 2017–2018 Graduate College Outstanding Master's Thesis Award in the Social Sciences, Business, and Education. Her thesis, "Welcome Aboard: An Exploration of the Impact of Structured Socialization on Newcomer Perceived Organizational Support, Engagement and Identification," was directed by Dr. Stephanie Dailey, Assistant Professor in the Department of Communication Studies.



John and **Melissa Stein** (Parking Services) celebrated 27 years of marriage on November 14th. Congratulations!

Meet the newest family member in Alan and **Margie Cameron's** (Human Resources) household, Dylan Reed. The American Kennel Club knows him as "One More Cup of Coffee with Cream and Sugar, Dylan." His registered name is bigger than him but only half as sweet. He's a longhair miniature dachshund and will weigh about 10-12 pounds when fully grown. In the meantime, he's 4 pounds of energy, curiosity, cuddles, and love just in time for Christmas.



Bookstore employee, **Lynnesai Martinez** gave birth to a beautiful baby girl, Raelynn, on Nov. 18th. Congratulations!

MEET OUR NEW TEAM

Ms Elizabeth Cruz
Administrative Assistant II
Human Resources

Elizabeth is a proud Texas State Alumna with a Bachelors of Business Administration. During her spare time, she is supporting our Department of Theatre and Dance, traveling, and learning Italian. She plans to obtain her Masters of Science in Human Resource Management in the upcoming year.



Mr Joe Garcia
Carpenter I
Facilities Operations

Joe Garcia comes to us after working for Taylor Construction. He and his wife, Linda, have two sons, Robert and Matthew. They love camping, fishing, and helping people. He enjoys visiting friends and often visits the elderly. Welcome, Joe!



Mr Andrey Tupikov
Electrician II
Facilities Operations

Facilities Operations' newest Electrician, Andrey Tupikov, originally hails from Russia, coming to San Marcos by way of Sacramento, California. His wife, Zhanna is from the Ukraine and they've been married for 28 years. They have ten children – 9 boys and one girl! Andrey likes music and plays the guitar and other musical instruments.



Mr Carlos Chavarria
Warehouse Worker
Materials Management & Logistics

Mr Jacob Allen Schiemenz
Parking Services Officer
Transportation Services

Mr Joel Soto
Construction Contract Administrator
Facilities Operations

BOBCAT CHATTER

If you could travel anywhere in the world, where would it be?

Janet Beltran

*Cashier
Parking Services*

"Milan, Italy would be my destination spot. You can't go wrong with beautiful architecture, designer shops, and decadent food. "

John White

*Assistant Manager
Bookstore*

"My favorite place in the world to visit is Santa Cruz, California. My favorite guitar was made there and the scenery is beautiful. "

Marci Peterson

*Administrative Assistant II
Transportation Services*

"London, England because the West End theatre is some of the best in the world and I would love to see Hamilton at the Victoria Palace."

LETTER FROM THE VICE PRESIDENT

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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 improve with your supervisor or even with me directly. Many of our best ideas come from you, the backbone of FSS. Thanks for all you do.

Facilities

Facilities will open Bruce and Gloria Ingram Hall, the University Events Center, and Willow Hall at our Round Rock Campus on time and under budget. In addition, we will be completing major renovations to Blanco Hall, the LBJ Student Center, Alkek Library, and Elliott, Encino, Hines, Jowers, and R.F. Mitte Halls.

Facilities will enhance our preventive maintenance work by dedicating more resources to identifying and correcting deficiencies before failures occur.

Facilities will be placing more emphasis on the cleanliness of our buildings in 2018 with specific key performance indicators.

Auxiliary Services

Auxiliary Services will open four new Dining locations in 2018. In early Spring, we anticipate a new Sushi Bar opening in Jones Dining Center. In the June time frame, we will be opening Houston Street Subs at the Round Rock Campus. The Ingram Engineering Building will be getting a small café and a similar cafe will open in the University

Events Center in fall 2018.

Print Services will add a new wide-format printer that will allow us to produce professional grade high-quality latex posters, wall graphics, vinyl banners, yard signs, automobile magnets and window decals.

Auxiliary Services plans to explore the pros and cons of having a private company like Barnes & Noble or Follett operate the University Bookstore over the coming year. This is not a forgone conclusion as our current self-operated bookstore does a fantastic job. An outside partner would have to make a compelling case in order for us to consider a change, but it is good to test the market occasionally to ensure we are still doing the right thing. Our two highest priorities in this process will be providing the highest levels of service to the university community and making sure the current bookstore employees are taken care of in any possible transition.

Human Resources

Human Resources (HR) will be pursuing an ambitious agenda for 2018 that includes 16 goals. A few of the more significant projects and activities follow.

Job Profile Builder is software that we will implement in FY 2018. 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.

Continued on page 8...

CATS COOKING

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 in the VPFSS Newsletter.

OFF THE CLOCK

Robert Eby

Plant Operator II - Utility Operations



For as long as Robert Eby can remember, he has had a fond interest in Celtic culture, and more specifically, all things Scottish. He often says that he is one hundred percent American by blood, but one hundred percent Scottish at heart! He became interested in music at a young age and began to play the tuba in middle school and in high school bands. For Christmas, in his junior year of high school, his dad surprised him and bought him a full set of bagpipes. He had no clue how to hold them or even how to begin to play them... this was before YouTube. He was able to find an

instructor where he grew up who taught him the basics. His instructor's name was Don Shannon and he was the Pipe Major for the North Texas Caledonian Pipe Band. Don is an Irishman who had previously played for Queen Elizabeth II, so he was seriously talented. Robert continued private lessons for over a year until he left for college in 2001. While in college, he continued to practice on his own in his spare time. He played a few gigs, but the only tune he could play from memory was the beloved hymn, "Amazing Grace"

Robert plays the Great Highland Bagpipes which are the most recognizable type of bagpipe and are native to the highlands of Scotland. Although other forms of bagpipes have been around for a very long time and are common to many different cultures, the Scottish are the ones who made the Highland Bagpipes famous around the world. What makes these bagpipes such a unique instrument is its extremely loud sound, its ability to play in only one octave (a Mixolydian scale where the seventh is flat), its 3 drone reeds which provide a constant background hum, and its continuous sound which allows for no rests or silence in the music.

Soon after college, Robert got married in 2006. For the wedding ceremony, he hired a bagpiper named Pipe Major Nick Classen, who led a band in Austin. After hearing about Robert's ability to play the bagpipes, Nick invited him to join the band if he and his new bride ever made their way to Austin. As luck would have it, within a year, the newlyweds ended up moving to Austin. Robert joined the group, Capitol City Highlanders, under the direction of PM Nick Classen. Robert quickly began to improve his playing ability and his repertoire of bagpipe tunes. Their

biggest performance of the year was....you guessed it...St. Patrick's Day! During one of the jigs while the group was on stage, Robert decided to spice up their routine a bit and incorporated dancing. In addition, the band also marched in various parades, played for golf functions, entertained at private parties, and even played on stage with the legendary Irish group and Grammy award winners, The Chieftains!



In 2013, Robert moved to San Marcos to begin work here at Texas State University and soon found band practice increasingly hard to attend. It was around that time that he started building relationships with the local bars and restaurants in San Marcos. Since 2014, he has played at The Tap Room and Sean Patrick's Irish Pub among other local venues for St. Patrick's Day. Over time, he gradually began picking up more and more gigs throughout the year and in 2016, began performing under the name of "SMTX Bagpiper". Aside from many private functions which he gets hired to play (such as weddings, funerals, and parties), he can regularly be seen performing in the San Marcos Mermaid Parade in September, the Veteran's Day Parade in November, and the Mardi Gras Parade in February.

You can find and follow SMTX Bagpiper on Facebook, Twitter, and GigSalad. his email is SMTXBagpiper@gmail.com.



OFFTHE 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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We will develop First Line Supervisor, Management, and Business Administrator training. The Business Administrator Certification program will focus on the business processes of the university and how best to work with and through them. All three programs are expected to have multiple elements and a certification will be issued for successful completion of each program.

The HR staff is visiting with the compensation, classification, employment, and employee relations practices at the National Research Universities and Emerging Research Universities in Texas. The objective is to identify best practices for these functions in order to provide the best service at Texas State.

Transportation Services

Transportation Services will be exploring service enhancements such as extended hours to accommodate final exams and new equipment types to better accommodate passengers.

Parking Services will implement a new parking management system with License Plate Recognition (LPR) capacity. 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 will also be focused on increasing alternative

transportation options for students, faculty, and staff by expanding the current car-sharing program, and exploring collaboration opportunities with ride-share, bike-share, and ride-hailing companies.

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. A few initiatives for 2018 are as follows:

SBS will research, purchase and implement a mobile payment solution in order for students to pay more efficiently with their mobile device.

The University Treasurer will conduct a Request for Proposal (RFP) for primary Bank Treasury and Depository services and a second RFP for Investment and Endowment Management services, both in conjunction with The Texas State University System on behalf of all member schools.

Financial Services

Financial Services will complete the implementation of Total Contract Manager to include training manuals, the rollout of customized digital routing for approvals, and eSignature as we continue to move towards a paperless contracting environment.

We will implement a comprehensive travel booking and reporting tool. In

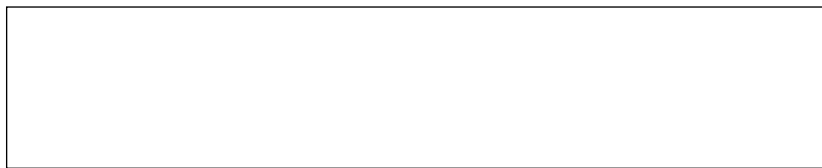
phase one of the roll out, the travel booking portal will be introduced which will look and feel similar to mainstream travel booking sites such as Expedia or Travelocity. In phase two, the travel expense reporting portal will be rolled out which will include eReceipts, trip preapproval, and the ability 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 and Safety and Risk Management

Environmental Protection and Lab Safety are getting ready to support the new buildings on the San Marcos and Round Rock campuses. They will bring a 40% increase to the number of labs on the campus. Major lab safety activities include implementation of standardized chemical hygiene plans; the Chemical Safety EHSRM Assistant software; and establishment of a University-wide Lab Safety Committee.

Occupational Health, Fire Prevention and Safety will be picking up more of the inspection work formerly handled by the State Fire Marshal's Office, and will be implementing a new comprehensive golf cart/utility vehicle policy.

EHSRM will conduct the search to hire a highly-qualified new Director that will help to shape the organization in order to support Texas State's growing research focus.



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The rising STAR of Texas

"In seed time learn, in harvest teach, in winter enjoy"

-William Blake

Committee

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.

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