

Spring 2016

# FSS *Essentials*



## FSS VISION:

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

Eric Algoe  
*Vice President*

Darryl Borgonah  
*Associate VP, Financial Services*

Russell Clark  
*Director, EHS&RM*

John McBride  
*Assistant VP, Human Resources*

Nancy Nusbaum  
*Associate VP, FSS Planning*

John Root  
*Director, Auxiliary Services*

Gordon Thyberg  
*Assistant VP, Budgeting, Financial  
Planning & Analysis*

Valarie Van Vlack  
*Treasurer*

## LETTER FROM THE VICE PRESIDENT



Balancing the Needs of Today and Tomorrow

One of the most difficult challenges faced by chief financial officers around the country is how to balance today's capital and facilities needs with the needs of tomorrow. As one of the largest institutions of higher learning in America, and with some buildings and infrastructure over a century old, Texas State University certainly has

facilities needs today. Just as certain is that those needs will continue to grow as the university continues to grow. The simple question is; how much do we spend today to take care of our existing buildings versus how much do we save to build new buildings tomorrow? Unfortunately, the answer is not nearly as simple as the question.

Texas State is fortunate and blessed to have hundreds of buildings, thousands of acres of land, and hundreds of millions of dollars' worth of facilities with which to carry out our mission. When one walks on one of our campuses, the beauty, the quality, and the character of

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# DATES TO REMEMBER

## April

*National Stress Awareness Month  
Celebrate Diversity Month*

April 1

- April Fool's Day

April 2

- World Autism Awareness Day
- National Peanut Butter and Jelly Day

April 8

- Day of Pink

April 9

- National Name Yourself Day

April 10

- National Sibling Day

April 18

- Tax Day

April 21

- San Jacinto Day (Texas)
- Withdrawal Deadline (TxState)

April 22

- Passover Begins at Sunset
- Earth Day

April 23

- Last Day to Withdraw

April 27

- Administrative Professionals Day

April 28

- Daughter/Son to Work Day

April 29

- FSS Employee Appreciation Picnic
- Arbor Day

April 30

- Passover Ends at Nightfall

## May

*National Blood Pressure Month*

May 1

- Loyalty Day

May 2

- Last Day of Classes

May 3

- National Teacher's Day

May 4

- Star Wars Day

May 5

- Cinco de Mayo
- National Day of Prayer

May 8

- Mothers' Day

May 11

- Final Exams End

May 12-14

- Commencement

May 14

- National Dance Like a Chicken Day

May 15

- Peace Officers Memorial Day

May 21

- Armed Forces Day

May 25

- National Missing Children's Day

May 30

- Memorial Day

## June

*National Great Outdoors Month*

June 1

- Global Day of Parents

June 3

- National Repeat Day

June 6

- D-Day

June 14

- Flag Day

June 19

- Emancipation Day (Texas)
- Juneteenth
- Fathers' Day

June 20

- First Day of Summer

# AND THE WINNERS ARE...

## Shonte' Gordon

*Assistant Director,  
Purchasing was selected as  
the Texas State Employee of  
the Month for March 2016.*



## PeopleAdmin Implementation Team FSS QUARTERLY TEAM



ENTERPRISE SYSTEMS: Nancy Brister and Barry Schuler; FACULTY RECORDS: Cindy Waggoner, Lyndi Wittekiend and Gaye Korenek; HUMAN RESOURCES: Katie Bonner, Julie Eriksen, Bobbie Brandenburg, LynnAnn Brewer, Roxie Weaver and Jeff Lund; and BUDGET, FINANCIAL PLANNING & ANALYSIS: Tracy Ryan.

## 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, April 20**  
**Financial Services, Payroll,  
& Purchasing**  
12:00pm - 1:00pm

**Wednesday, May 18**  
**Print and Mail Services,  
& Copycats**  
11:30am - 12:30pm

**Wednesday, June 15**  
**Facilities Operations**  
12:00pm - 1:00pm



# SPOTLIGHT ON EHS&RM

## The Environmental Health, Safety and Risk Management Department

*The Environmental Health, Safety and Risk Management (EHS&RM) Department's goal is to ensure a safe environment for everyone at Texas State University. The EHS&RM has several safety programs in place designed to protect the wellbeing of staff, faculty and students, to protect the environment and to reduce the risk of liability to the University. EHS&RM is also one of the keys in maintaining safety compliance with federal, state and local regulations.*

**EHS&RM HISTORY FACTS:** Did you know that this department has gone through three name changes? In its inception, it was called the Safety Office, then it was renamed to Office of Risk Management and now, the Environmental Health, Safety and Risk Management Department. This department has also experienced its share of relocations... six times! Beginning in the order listed, these are the buildings where they were housed: Physical Plant, Houston House (which was torn down to build San Jacinto Hall), JC Kellam, Brazos Building, Thornton House and its current location in the Smith House (not Smith Hall) which sits atop a hill on west campus at 736 Oscar Smith Street.

**THE EHS&RM TEAM MEMBERS:** The EHS&RM department is very team and customer service oriented. Often times, they consult with one another because of overlap with some of the programs, in some instances, you might see more than one member respond to situations on campus. The exciting part of their job is the continuous interaction with the many departments and employees while serving their needs.

Leading the team is EHS&RM Director, **Russell Clark**. Russell is a Certified Safety Professional (CSP) with forty years of experience in the safety arena. He has been employed with Texas State for twelve years beginning as a Specialist and working up to becoming Director. He previously worked in several facets of safety before he began at Texas State. Russell currently serves on several committees and task forces for the university. Under Russell's direction, he leads a team of 9 EHS Specialists, 3 Hazardous Waste technicians, and 11 Student Workers.

**Diana Trelles** is the newly appointed Assistant Director. This year, Diana will be celebrating 32 years of service with Texas State. She started as the Administrative Assistant for the department and remembers when the department was just a three man team. After many years with the department, she has gained a wealth of knowledge and experience and was hired as a Safety Specialist responsible for the Workers' Compensation and Insurance program. In addition to her new role as Assistant Director, Diana will continue to oversee the Workers' Compensation program.

**Ladonna Tate** has been with the University for 23 years. She joined the department in 2010 transferring from Health

Professions. Her duties are many but her major responsibilities are to oversee the management and administrative needs for the department.

**Lisa Arceneaux** for the past ten years has been in charge of the Hazardous Waste Management program. Her primary focus is now with Stormwater Management, wastewater and the SPCC program. The stormwater program has had large growth with the recent regulatory changes regarding the Municipal Separate Storm Sewer System (MS4). Lisa also ensures compliance with our wastewater discharge permit with the City of San Marcos. Activities that create discharge of chemicals, paint, rinse water, concrete washout water, or other similar solutions is prohibited from discharge down the drain.

**Shea Cockrell** who comes to us from TCEQ is one of the department's newest EHS Specialist. Shea manages the Hazardous Waste program and coordinates the pickup and proper disposal of hazardous wastes such as old chemicals, old paint, used oils, and contaminated rags generated in labs, shops and art studios. Shea also manages the campus' universal waste program, which includes the collection and packaging of fluorescent bulbs and other mercury-containing lamps and equipment, such as thermostats. These items are packaged and shipped for recycling and metals recovery. Please contact Shea if you have any questions about proper disposal waste items.



**Gus Cantu** has been with Texas State for 22 plus years. Gus is responsible for General and Construction Safety. He is an alumnus of Texas State with a Masters' degree in Technology. He is your go to person for Hot Work Permits and Confined Space Entry Permits. Gus recently completed

his certification and is Texas States' first Certified Safety and Health Official in Construction Safety (CSHO).

Texas State alumna, **Elsie Romano**, joined the department in 2005. She was hired to develop the Biosafety Program. Her duties branched off to Laboratory Safety, Food Safety, Indoor Air Quality (IAQ) and Respiratory Protection. As part of the Biosafety Program, she performs inspections, provides training and also coordinates waste disposal for labs that generate biowaste. She is the person to contact regarding IAQ issues such as suspect mold or nuisance odors.

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# WELLNESS WISDOM

## But I Don't Have Time to Exercise!!!

*Getting a Handle on Time Management* by Janet Bezner, PT, DPT, PhD

The #1 reason people say they aren't more physically active is that they don't have time. Yet, for many people, regular physical activity is just like brushing their teeth, they manage to do it routinely like clockwork. What's their secret?

Prioritization is the key to time management. If we can determine what our highest priorities are and say yes to activities that achieve them and no to activities that don't, we can conquer the challenge of time management. When it comes right down to it, physical activity is a means to an end for most of us. Being regularly physically active

improves our health, makes us feel better and have more energy, helps us sleep, gives us more brain space for creative thought, and lengthens our life. It's one of several ways you can demonstrate good self-care – which many people are motivated to make a priority.

It's a fact that it's hard, if not impossible, to achieve our goals if we don't take care of ourselves. Yet, many people wait until they get sick or have a serious illness to realize this truth. You don't have to learn this lesson the hard way – take action today to make self-care a priority. Make a list of the

behaviors you want to incorporate into your daily routine (physical activity, sleep, nutritious eating, meditation, etc.). Then, list the outcomes you will achieve by making those behaviors a priority (being calmer, happier, more productive, more patient, nicer, more energetic). Start each week by reviewing your priorities and goals, and schedule in time to incorporate these activities, just like you schedule time for haircuts, soccer pickup and grocery shopping. You can't control how much time you have, but you can determine how to use your time – start making self-care a priority today!

## SPOTLIGHT ON EHS&RM

*...Continued from page 3*

Elsie also coordinates the certification of all the fume hoods and biosafety cabinets on campus. In addition, she coordinates Pulmonary Function Tests and performs fit tests for employees that need to wear a respirator.

**Colleen Cook's** concentration is Food Safety which entails performing safety inspections and training. Also an alumna of Texas State, her degree is in Nutrition and Foods. Contact Colleen to obtain a food handler permit if your department plans to serve or prepare food for individuals outside of your department. Colleen is also the MS4 Program Coordinator for Texas State and works closely with several campus departments on implementation of different phases of the Campus Stormwater Management Program. As part of the MS4 Permit, she represents Texas State at community-wide events, along with the City of San Marcos, using the *What Goes Here Flows Here* stormwater education campaign. She also assists in planning and coordinating with different entities for public involvement events such as the Annual Great Texas River Clean Up.

**James Frye** is our Fire Marshal and is responsible for all Fire and Life Safety aspects on campus. He brings years of experience as a full time fire fighter with the City of San Marcos and was a fire and rescue safety specialist in the US Air Force. James' previous employment with the City of San Marcos Fire Department has been a real benefit to the University. He also coordinates the annual Resident Assistants Fire Academy each fall semester. He is very knowledgeable regarding NFPA regulations and provides his expertise for plan reviews. James is also in charge of the Radiation and X-ray Program and Laser Safety Program.

After working 13 years in the Biology Department (Aquatic Biology) **Chad Thomas** started as an inspector with EHS&RM in 2012 assisting Specialists with such programs as Laboratory Safety, Hazardous Waste, and Spill Prevention Control and

Countermeasures (SPCC). Currently Chad is now a Safety Specialist whose primary responsibility is in the programs of Laboratory Safety and Hazard Communication.

**Mackenzie Mitchell** joined the team in 2015. She has a Bachelor's degree from Stephen F. Austin. She is a certified Professional Continuity Practitioner and part of her duties include maintaining the University's Business Continuity Plan for Emergency Preparedness. Mackenzie coordinates and oversees testing of all safety equipment (showers/eyewashes, fume hoods) in the labs. She also maintains the department's webpage and distributes the monthly Safety Newsletter.

**Katherine Beamer** is the newest EHS Specialist joining the team in December 2015. She is responsible for overseeing all insurance aspects which includes auto, liability, volunteer, property (equipment, fine art, collectables, etc.) as well as special events held on or off campus. She also assists with building appraisal insurance and with Lab Safety inspections. Katherine has several licenses from the Texas Department of Insurance and worked at a local State Farm Insurance.

### **EHS&RM ADDITIONAL SERVICES:**

- Provide supplies for specific needs in the labs
- SAP Training and in person training (in some cases) (HazCom, Spills and Illicit Discharge, Bloodborne Pathogens, Biosafety, Respiratory Protection, Golf Cart, Food Handlers, CPR, AED, Fire Extinguisher, Radiation, Laser, Student Worker Safety)
- Assessments (Lab, IAQ, Ergonomics, Noise, etc.)
- Recycling (batteries, cell phones, printer cartridges)

The EHS&RM Department can be reached at 245-3616 during normal working hours or via email at [ehs@txstate.edu](mailto:ehs@txstate.edu). After normal work hours for non-emergency assistance call the EHSRM on-call number at 512-738-6650. Log onto their website at <http://www.fss.txstate.edu/ehsrm> for more information.



# FSS DIVERSITY

*Democratic Presidential Candidate Bernie Sanders' campaign has drawn a lot of interest from young people.*

College students have been drawn to such individuals, like President Obama who have expressed idealistic themes and the ideal of hope. One of Sanders' themes has been his use of the word "we" instead of "me".

Just recently, USA Today reported on a study that America is becoming more focused on the "self". The study, using books from the last so many years, found an

increasing use of words more associated with narcissistic tendencies. There is growing evidence that this is true. Obviously, many of the viral themes being generated in the presidential campaign have been focused on very specific issues and causes. The idea of the "what's in it for me" and the residual corollary of blaming others is very evident. The number of groups and organizations that represent specific and

personal issues is growing and the most common tactic, blaming others for all the ills of the world has been used repeatedly.

The growing concern is that selfishness is harming our ability for growth as a society. Material indulgence has become an integral part of our lives. Everybody is pointing a finger at everybody. Organizations are so caught up in their mission and goals that they fail to see anything beyond their own self-serving agendas, basically, destroying any ability for compromise. In a similar fashion, society is diluting its capacity for tolerance. Everybody wants a

piece of the pie, some want a bigger piece and others do not want to give up their share. The problem is that the size of the pie hasn't changed.

There is a thought that Abraham Lincoln's driving force was the idea of equal opportunity for all, a just and generous nation for everyone. He hated subjugation of the weak by the strong. Where the good of the many, the "we," is most important. Universities treat all students equally, a haven from the growing inequalities of our time. Like Sanders, we believe in "we". Our goal and aim is to provide equality in education, support and services for all students.

# STAFF SCOOP

*FSS Employee News*



**Diana Trelles** in the EHS&RM Department, is proud to announce that her grandson, Joshua Marini, signed his National Letter of Intent to play football at the University of Arkansas at Monticello (UAM). He will be a kicker/punter specialist. Joshua, is currently a senior at James Bowie High School in Austin. His grandparents, Diana and Henry are very proud of his senior year accomplishments which include: 1st Team All District for Offense and Defense, 3rd Team All Central Texas and his offer of academic and athletic scholarships at UAM. Congratulations to Diana and Henry Trelles' number one grandson (their only grandson), Joshua.

**Heather Steed** - Manager, Benefits, completed her Masters of Science in Human Resource Management at Texas State, as well as, passing the Professional in Human Resources (PHR) exam. Congratulations Heather, for all the hard work that went into these accomplishments.



Elizabeth Contreras, daughter of **Michael Contreras**, Custodial Operations, was one of the stellar members of the San Marcos High School Speech and Debate Team that was crowned UIL District 27-5A for their participation in Cross Examination Debate last January in San Antonio. Elizabeth is currently a junior and has been competing all year long. Placing 1st in January, she qualified to advance to state level which will be held on March 10-12th in Pflugerville. She will be competing with the best speech and debate competitors from across the great state of Texas. Keep reaching for the stars, Elizabeth!



**Fran McKeever**, in the University Bookstore, is proud to announce the birth of her granddaughter, Eden Lorin Decoux. Eden was born on January 22nd, weighing 7 lbs. 14 oz.

Texas State's Assistant Real Estate Director, **David Bisett**, for the past 35 years, has found an outlet for his creative side with the Wimberley Players. David has acted or directed several projects in the past couple years. In 2015, the Wimberley Players have won Broadway World Austin's annual awards in 12 of their 36 categories for live theater and was recently recognized by the San Marcos Daily Record as Best Live Theater in Hays County, and the Texas Nonprofit Theater organization awarded the Players' three of their 2015 annual awards, including one to David for Outstanding Performance.

# BOBCAT TRAIL

## From Black to Green: The Changing Landscape of Texas State

*In May of 2014, students waited patiently near Brogdon Hall for the bus to round the corner onto Edward Gary Street. As they stood waiting for their bus, it may or may not have occurred to them that change was on the horizon.*

No longer would they stare out the windows of the bus and watch the chaos of cars and people competing on the blacktop. Instead, a vision that would transform this concrete jungle into tranquil green space was about to unfold.

Within 24 hours, Bobcat Trail, as this project is known, began its transformation. Now closed to traffic, contractors started preparing the site by setting up a job trailer, erecting construction fences and demolishing the old to bring in the new. A year of careful planning yielded a construction plan that would help increase the

accessibility of the campus as well as provide a more pedestrian friendly, safer campus. While the project was initially met with mixed emotions from students and staff, the end result will beautify the campus, increase green space, and give students a defined walkway from the UAC to the Education complex.

In April of 2015, after ten months of utility work, demolition crews demolished old roads on North LBJ, Bobcat Trail and Edward Gary Street in preparation for the new and improved Bobcat Trail. An important goal for this project was to reduce the



amount of man made surfaces and make room for more green in the way of grass, trees, and plants. Another goal for the Bobcat Trail project was to increase the safety of pedestrian walkways and provide an ADA accessible route while maintaining access points for emergency vehicles.

When the project is complete, the campus will have increased its green space by  $\frac{3}{4}$  of an acre and added over 50 new trees. Students and staff alike will be able to enjoy the added beauty as well as appreciate the new accessibility to the campus.



# MEET OUR NEW TEAM



*Katherine Beamer*  
Environmental Health & Safety Specialist  
Envir. Health & Safety & Risk Management

*Ashley Esquivel*  
Construction Contract Administrator  
Facilities Operations

*John Hunnicutt*  
Carpenter I  
Facilities Operations

*Sylvia Morales*  
Accounting Clerk II  
Bookstore

*Marcos Martinez*  
Electrician II  
Facilities Operations

*Susan Patin*  
Buyer II  
Procurement and Strategic Sourcing

*Robert Garcia*  
Parking Services Officer  
Transportation Services

*Lauren Clawson*  
Procurement Analyst  
Procurement and Strategic Sourcing

## OFF THE CLOCK

### Connie Brownson

*Administrative Assistant, III, Facilities Operations*

Upon graduating from high school, Connie started college at Texas A&M University. Unfortunately, in the middle of her third semester, she was failing miserably. She withdrew from the university, but vowed that she would return and finish what she started. She returned to her hometown of Houston with no real future. She then decided to call the Marine Corps recruiter and said, "I know you're looking for a few good men. Are y'all looking for a few good women, too?" Her banter was buoyed solely by bravado. Completely adrift in life, she prayed that the military experience would provide what she so desperately needed: direction, self-esteem, and camaraderie.

Through all of its challenges and opportunities, the Marine Corps was exactly everything she needed. She did return to Texas A&M University

and obtained her B.S. in Sociology. She is currently working on a Ph.D. here at Texas State University in geography while working full-time. She believes the military made her a successful citizen-scholar who understands fully what sacrifice is, why it is important to character building, and how sacrifice and character bond peoples and nations together.

In "paying forward," her gratitude is to share the untold stories and experiences of female Marines. Connie researched, wrote, and published *Lady Leathernecks: The Enigma of Women in the United States Marine Corps*. She hopes the book's candor will expand the conversation about women's ongoing challenges and successes in the U.S. military. Semper Fidelis!



OFF THE CLOCK is a new 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 are you related to a famous person (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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the place speaks loudly. However, for those of us who are privileged to be able to spend considerable time here, it does not take long to see that some of our facilities show their age more than others.

One measure of how well existing facilities on a campus are maintained is the deferred maintenance backlog. Deferred maintenance is not necessarily a bad thing. In fact, it can actually be quite good in some circumstances. For example, if a roof has an expected life of 30 years, but it is still functioning properly in year 31, the replacement of the roof can probably be deferred for a few years with careful monitoring. The idea that the university gets more life out of a structure or piece of equipment than we planned for is generally welcome, and is frequently the result of proper maintenance and upkeep along the way. However, deferred maintenance for which no funding is identified and set aside can create a very difficult financial situation when the system or structure does, inevitably, need to be replaced.

The total deferred maintenance backlog for the university as reported to the Texas Higher Education Coordinating Board currently stands at approximately \$50 million, or just under 5% of the total replacement value of our facilities,

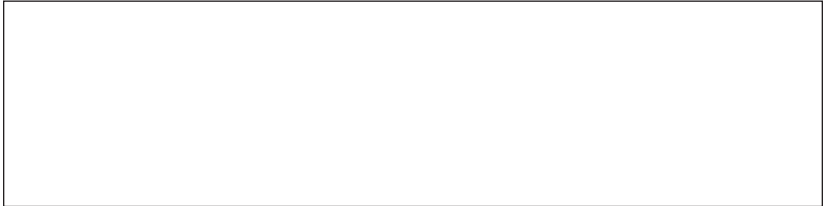
and it grows every year. This level is concerning, but by no means alarming as long as we have the budgetary discipline to continue to allocate funding toward addressing deferred maintenance needs. By doing so, we properly take care of the buildings and infrastructure that exist today.

With a finite amount of funding available, however, our desire to be proactive in taking care of our current buildings is weighed against our need to build new facilities in order to better serve our growing student body and our growing research portfolio. The State of Texas provided some welcome assistance to the university last year by increasing the annual funding we are provided to take care of our educational buildings on campus, the Higher Education Fund (HEF), from approximately \$21.8 million dollars in fiscal year 2015 to over \$31.1 million dollars in 2017. This unprecedented increase of nearly 50% is not likely to happen again, perhaps ever. Therefore, we are being very deliberate and thoughtful in our use of these new funds.

The legislature also approved state funding for a significant portion of the new Engineering and Science Building (ESB) and the Health Professions Building at Round Rock (HP1). We will

use about half of the new HEF funds described above to fund the portion of ESB and HP1 not covered directly by the state. Additionally, we are increasing our annual commitment dedicated specifically towards deferred maintenance reduction using the HEF increase. Finally, we are saving some of the HEF increase for projects and ideas that we do not yet know about today, but will likely be discovered or created over the coming year during the master planning process.

I suspect that no university in America ever feels like they have enough money when it comes to maintaining existing buildings and building new buildings, and we are no different at Texas State. Nevertheless, we should all take pride in being part of an organization that has clear strategic goals, that derives those goals from a process that includes a broad cross-section of stakeholders, and that actually uses those goals to guide decision making and investing. Taking care of our beautiful campus buildings and facilities is universally recognized as a clear strategic imperative for the university and we continue to improve the planning, funding, and processes that we can bring to bear to keep us the Rising Star of Texas.



Digitally printed and addressed at Copy Cats at Texas State



*The rising STAR of Texas*

**“Spring is the time of plans and projects.”**

- Leo Tolstoy, Anna Karenina

### 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.

- |  |                                   |
|--|-----------------------------------|
| Alma Apodaca (AV12@txstate.edu)        | Karen Munoz (KM26@txstate.edu)    |
| Sylvia Cruz (SC17@txstate.edu)         | Melinda Olivo (MZ10@txstate.edu)  |
| Stephanie Daniels (SD1344@txstate.edu) | Patricia Prado (PP03@txstate.edu) |
| Julie Eriksen (JE36@txstate.edu)       | Elsie Romano (ER20@txstate.edu)   |