

Summer 2020

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

Laurie Clouse
Director, University Police Department

John McBride
Assistant VP, Human Resources

Wendy McCoy
Director, EHS&RM

Nancy Nusbaum
Associate VP, FSS Planning

John Root
Director, Auxiliary Services

Tom Shewan
Associate VP, Facilities

Valarie Van Vlack
Treasurer

LETTER FROM THE VICE PRESIDENT



In lieu of the articles that I usually write for the quarterly newsletter, I am yielding this space over to provide additional details about our return to face-to-face instruction. Much of this information is taken from our Roadmap to Return and the Employee Resource Guide, but it is important enough that it bears inclusion and repeating here. I encourage you to read the Guide and visit the Roadmap

often for updates.

Steps We Are Taking To Ensure Safe & Healthy University Campuses

- Requiring cloth face coverings indoors and outdoors at all times except when alone
- Quickly identifying, testing and isolating potential COVID-19 cases
- Limiting occupancy indoors to 50% max capacity
- Limiting attendance of outdoor activities

Continued on page 7...

DATES TO REMEMBER

July

- Jul 4
 - Independence Day
- Jul 6
 - First Day of Summer II
- Jul 19
 - National Ice Cream Day
- Jul 26
 - Parents' Day
- Jul 30
 - World Friendship Day
 - World Day Against Trafficking in Persons

August

- Aug 7
 - Purple Heart Day
- Aug 6-8
 - Texas State Commencement
- Aug 9
 - World's Indigenous Peoples Day
- Aug 12
 - International Youth Day
- Aug 15
 - National Relaxation Day
- Aug 19
 - World Humanitarian Day
- Aug 21
 - Senior Citizens Day
- Aug 24
 - First Day of Fall Term

- Aug 26
 - Women's Equality Day

September

- Sep 7
 - Labor Day
- Sep 8
 - International Literacy Day
- Sep 10
 - World Suicide Prevention Day
- Sep 11
 - Patriot Day
- Sep 13
 - National Grandparents Day
- Sep 17
 - Constitution Day and Citizenship Day

- Sep 18
 - Air Force Birthday
- Sep 19
 - Rosh Hashana
- Sep 20
 - National Pepperoni Pizza Day
- Sep 21
 - International Day of Peace
- Sep 24
 - World Maritime Day
- Sep 28
 - Yom Kippur
- Sep 29
 - World Heart Day

AND THE WINNERS ARE...

April 2020 FSS Quarterly Team - PeopleAdmin Systems Team



Left to Right: **Nancy Brister**, **Donna Hoyland**, and **Cynthia Ledesma**.
Not Pictured: **John Mark Piersol**.

This was a one-time project to create a new master data field attached to positions in SAP in order to accommodate a transfer to the People Admin System for use during the position approval process.

The four team members consisted of two IT programmers and two back-office personnel from the budget office.

The team went above and beyond to identify a need and create a solution for users across campus.

MEET OUR NEW TEAM

James Chavarria
Facilities Maintenance Worker I
Facilities Operations

John Gonzalez
Guard
University Police

Nadia Gonzalez
Accountant IV
Accounting Office

Jimmy Hicks
Dispatcher
University Police

Casey Lehmann
Administrative Asst II
Student Business Services & Bursars

Salvador Patlan
Guard
University Police

Francisco Rodriguez
Lieutenant
University Police

Christopher Sanchez
Police Officer
University Police

Valerie Torrez
Administrative Asst I
Procurement and Strategic Sourcing

SPOTLIGHT ON ENVIRONMENTAL HEALTH, SAFETY & RISK MANAGEMENT

Environmental Health, Safety and Risk Management (EHSRM) Office personnel play a vital role for Texas State in promoting a safe and healthy work and learning environment. In addition to their normal day-to-day duties, they have been advisors at the frontline in response to the COVID-19 pandemic.

EHSRM Director

Wendy McCoy started her career in safety at Texas A&M University-Kingsville while obtaining a master's degree in chemistry. She then took over the Laboratory Safety Program at UTSA where she broadened her knowledge to include all areas of laboratory safety including such areas as biosafety, radiation and laser safety, and select agent work. She is a Certified Safety Professional and a Certified Hazardous Materials Manager and currently pursuing a doctorate in public health.

Administrative Assistant III

LaDonna Tate performs a wide variety of administrative tasks for the director, assistant director, and support for all the safety specialists including hiring and supervising the student workers.

Risk Management Division

Diana Trelles (Assistant Director and Workers' Compensation Specialist) Diana is the point of contact for hazard reports and work-related injuries. Diana recently announced that she will be retiring this year after 36 years of dedicated service.

Katherine Beamer (EHS Specialist) Manages insurance needs and requirements for property insurance, events coverage, directors and officers liability insurance, and automobile insurance. She handles all reported auto claims and property claims and oversees the drone policy.

Environmental Division

Shea Cockrell oversees regulatory programs pertaining to hazardous materials, hazardous waste, wastewater, and stormwater. Shea is responsible for the collection, management, and proper disposal of all the hazardous waste generated on campus. She also collects and manages fluorescent bulbs and batteries for recycling. One of her many duties includes compiling a list of all the chemicals on campus to generate the Tier II report which is submitted annually to Texas Commission on Environmental Quality to meet regulatory requirements. Shea recently earned professional recognition in her field as a Certified Hazardous Materials Manager.

EHS specialists **Colleen Cook** and **Lynn Lindsay** are responsible for the Stormwater Management Program (SWMP) required by the MS4 Permit. Colleen has been



instrumental in developing outreach and education campaigns like What Goes Here Flows Here and Glitter is Litter which work to protect our creeks and rivers from pollution and litter. Lynn supports the goals of SWMP team and performs construction inspections, plan reviews, and illicit discharge investigations. Lynn also oversees our Spill Prevention and Countermeasures Plan, supports the Hot Work/Confined Space Program, and conducts inspections of safety hazards on campus.

Colleen also oversees the Food Safety Program, which monitors food service activities. In Fall 2019, EHSRM launched the Temporary Food Establishment (TFE) Permit Program, which issues approval for temporary events serving food on campus. Colleen provides Food Handler Training to faculty, students and staff and conducts inspections of concession stands and TFEs to monitor food service activities to prevent foodborne illness.

Laboratory Safety Division

Chad Thomas (Lab Safety Supervisor), **Elsie Romano** (Senior EHS Specialist) and **Grant Davis** (EHS Specialist) are the Lab Safety Team. Their collaborative and professional relationships involve working with research and teaching labs during routine safety evaluations as well as providing training and safety consultations. This team conducts inspections incident reports involving lab personnel. The team also inspects safety eyewashes and showers as well as spill kits in buildings housing labs. Elsie also manages the Indoor Air Quality program typically associated with mold concerns, odors, and other airborne contaminants. Elsie maintains a Mold Assessment Consultant License.

The EHSRM Spill Response Team is comprised of trained specialists from the Environmental, Lab Safety and Fire

Continued on page 6...

OFF THE CLOCK

Tyler Wendland

Police Officer - University Police Department

My inspiration to become a bodybuilder was my grandfather, Lewis Carpenter, who was a professional football player and coach his whole life. He taught me the importance of physical ability, tenacity, and grit. He exemplified how passionate a person should be with their pursuits in life.

I started lifting weights when I was in middle school sports but learned lifting weights was the thing I liked most about sports and not the sports themselves. When I was in college attending Sam Houston State University, there was not a lot to do in Huntsville, so I spent my free time at the gym and learning more about fitness and nutrition. I continued to lift just for fun until 2016 when I decided to give competitive bodybuilding a try.



I live in Austin where there are a couple of local gyms that cater very well to bodybuilding. I first competed in Classic Physique in 2016 in the NPC (National Physique Committee) which is the largest Amateur bodybuilding organization. I then transitioned into Open Bodybuilding and I also still compete some in classic physique and a couple of men's physique. I won an Overall award for Bodybuilding and Classic Physique in 2017. I have competed in eight NPC shows total now.

I continue to train six days a week. A typical day usually includes some form of cardio in the morning first thing and lifting in the late afternoon or evening. I follow a nutrition plan laid out by my coach, IFBB (International

Federation of Bodybuilding and Fitness) Pro, John Jewett, who is also a clinical dietician. He also lays out my supplementation regimen which keeps my health in check with kidney, liver, heart, and digestive health which can all be impacted by the rigorous dieting and training involved in competitive bodybuilding. Staying very healthy is just as important as adding muscular size and strength.



Bodybuilders that inspire me include my coach, John Jewett, Luke Sandoe, Mike Mentzer, John Meadows, and Dante Trudel. Some of my memorable bodybuilding and powerlifting celebrities who have taught me lessons include Steve Kuclo, Kai Greene, Rob Hall, and Leroy Walker.

I plan on competing again in Texas in 2021 and then step on a national stage after that in 2021. The road to becoming an IFBB pro takes time, often years and sometimes over a decade of discipline, regimented diet, and training, constantly gaining knowledge, and learning your body as it changes, as well as staying healthy and avoiding injury.

I find it a great passion to have outside of work to help stay mentally and physically healthy and always fit to do my job.



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!

WELLNESS WISDOM

By: Lindsay Luen, Doctor of Physical Therapy Student and WellCats Staff

Resilience: Developing Skills to Bounce Back after Setbacks

The sunshine and warm weather are a clear indication that summer has arrived! While this time of year usually brings vacations and backyard barbecues, we find ourselves slowly and carefully easing back into our previous activities with a new sense of awareness.

These past few months have been challenging, but with a new season comes a fresh start; it might look a little different than we planned, it's an opportunity to reflect on lessons we've learned and progress we've made.

Spring gave us resilience. We learned how to face difficult situations with creativity and problem-solving strategies. We met challenges with positivity and learned how to pivot when obstacles arose.

Research has shown that while some people seem to come by resilience naturally, these behaviors can also be learned. Here are ways to foster your own resilience.

Find a Sense of Purpose in Your Life

Be an observer of your day. When do you feel at your best? Usually those feelings of living your best life align with a purpose. For example, maybe you feel your best teaching, parenting, or volunteering. Think about what you enjoy and do more of it.

Create Positive Beliefs in Your Abilities

We all have special talents and gifts. Let's celebrate them. Maybe you are a wonderful cook, or you are super organized. These are small skills that go a long way. Write down your talents big and small and think of all the ways those talents help you and others. Small talents create a big impact on your life and the lives of others. Let your talents shine bright.

Develop a Strong Social Network

Whether your social network consists of one person or ten people, make sure you reach out to friends and keep those connections strong. Maybe you plan a Zoom call, go for a socially distanced walk, or send your friend a card or email. These are all ways to foster good relationships that will support you during difficult times.

Embrace Change

Change is challenging even under good circumstances. If you are facing big changes, think of one positive aspect associated with that change. For example, if you are working from home, what are some perks of your home office that don't exist in your workplace? You can make a fresh lunch, fold the laundry on your break, and hang out with your pets. Finding the positives makes change less scary and more enjoyable.

Be Optimistic

We have the ability to put a positive or negative stamp on any situation. Look for the possibilities in a situation to keep your mind in the positive zone. It's easy to default to the negative but stay curious. Keep learning and search for that silver lining. It's there.

Nurture Yourself

Take a self-care moment once a day. This could be as simple as taking a deep breath, lighting your favorite candle, putting on a great song, or reading a good book. Self-care doesn't have to be long and expensive. It just has to be mindful. You are taking a moment to honor and care for yourself so you can be your best for others.

Develop Your Problem-Solving Skills

Be a solution person. Whenever you are faced with a problem, think of three possible solutions before collaborating with others. Let your mind run wild. Not all your solutions will work, but the good news is you only need one solution to solve a problem. This creative brainstorming allows you to think outside the box and actively work toward solving a problem.

Establish Goals

Goals are your roadmap to success. They provide specific tasks and a timeline. Write your goals down and look at them often. They can be your motivator and guide.

Keep Working on Your Skills

Putting time and energy into improving your skills is a positive way to stay active and move forward. When you better yourself, you better those around you. Maybe you start a new project, pick up an old instrument, or try knitting. No matter the skill, you are using your time in a positive, productive way. Pick a skill that's important to you, and practice, practice, practice. The time will pass faster, and you'll be more skilled on the other side.

We hope these tips help you bounce back from setbacks and walk boldly into the future. No matter what summer has in store for you, we know you will meet it with open arms. Spring allowed us to put the tools of resilience into practice. With that knowledge and experience, nothing can hold us back!

Additional resources on resilience and related topics can be found on the Bobcat Balance website along with exercises, nutrition information, webinars. HealthSelect wellness tools can be found on the WellCats website.

CATS COOKING *Watermelon and Feta Salad*



Ingredients

- ½ large chilled seedless watermelon, cut into 1-inch cubes
- 1 small red onion, sliced
- 1 cup thinly sliced basil leaves
- 1 cup chopped cilantro
- ½ cup minced mint leaves
- 2 limes, juiced
- 4 oz crumbled feta cheese
- 2 tablespoons balsamic vinegar, or more to taste
- Salt and pepper to taste

Directions:

Gently toss all ingredients in a bowl to mix well and serve

Note: this salad is best made just prior to serving. Prepare one hour or less before your meal

Nutritional Facts: 177 calories; 6 g total fat; 8 mg cholesterol; 112 mg sodium. 31.1 g carbohydrates; 4g protein



Ideas for additional items to add:

- 1 cucumber, sliced, with seeds removed
- ½ cup of kalamata olives
- 8 oz of arugula
- 2 tablespoons of honey
- ½ cup pine nuts

SPOTLIGHT ON EHRSM

...Continued from page 3

and Occupational Divisions. The team investigates and responds to reported chemical spills and remediate small spills. For larger spills, they activate additional resources when a reportable quantity is released to the environment. The Spill Response Team will respond with local, state, or federal entities in the clean-up and reporting process.

Fire and Occupational Division

James Frye (Fire Marshal) manages both Fire and Life Safety and Radiation and Laser Safety programs. James conducts building inspections, acceptance testing, plan reviews, building occupancy certifications for new buildings and remodeling projects, and provides hands on fire extinguisher training. Regarding radiation and Laser, he ensures that researchers working with radiological materials and lasers comply with regulatory requirements and ensures they receive training before working with these hazards.

Occupational Safety involves performing job hazard assessments and providing training for staff that predominantly work in facilities and other service departments.

EHS specialist, **Mackenzie Mitchell**, assists James in ensuring that the University meets regulatory requirements regarding fire extinguisher annual maintenance and inspections. She supports the Hot Work/Confined Space program and maintains the EHRSM Facebook page... Follow us on Facebook! Mackenzie and Katherine also conduct ergonomic assessments when requested.

EHRSM has partnered with the Student Health Center in implementing the Respiratory Protection Program which is the first phase of the Occupational Health Program. Elsie and Colleen support this program by providing training and resources to employees who use respirators on-the-job to protect them from harmful airborne contaminants.

EHRSM's presence is vital in providing guidance and support for everyone on campus. Their continuous efforts and support minimize and reduce risks and liabilities for Texas State. In case of an environmental issue, lab issue or non-life-threatening safety concern, there is a specialist on call after hours at (512) 738-6650.

STAFF SCOOP

FSS Employee News



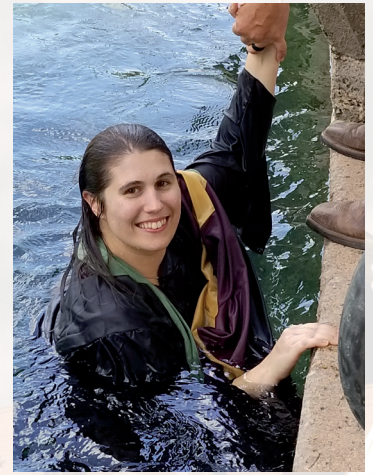
Proud grandparents, **Rolando Bolaños** (Grounds Irrigation) and his wife Sandra welcome their first grandson, Arthur James Bolaños, born March 24, 2020, at 9:34 a.m., 7lb. 15oz. He joins big sisters Isabella and Skylar to round out the family of Mathew and Mayra Bolaños.

Dawn Kiger (Grounds & Waste Management) and her husband Kenneth couldn't be happier for their 6-year-old grandson, Nicholas Hardison, who graduated 1st grade from St. Gregory the Great Catholic School in San Antonio. He is destined for great things!



Twins, Derek and Devon Camacho, sons of Stephanie and **David Camacho** (Parking Maintenance), graduated from San Marcos High School. Derek will be attending St. Edward's University in the Fall and Devon will be attending Texas State University. Congratulations Seniors 2020!!

Colleen Cook (EHSRM) graduated with a Master of Science in Public Health Education and Promotion in May 2020. Colleen began working at EHSRM as a student worker in 2009 when she was only 17 years old, graduated with her bachelor's degree in May 2013, then began working full-time in July 2014 as an EHS Specialist. Throughout her Master's program, she was President of Eta Sigma Gamma National Health Honorary, presented research at state and national conferences, and was awarded the 2020 Loren B. Bensely Jr. Gamman of the Year and Graduate Student of the Year in her program. Colleen is happy to be finished with her degree.



Mike Burkepile (Facilities Operations A/C Shop) and his wife, Becky, are very proud of their daughter, Aviana Burkepile, who graduated from Oberlin Conservatory of Music for vocal performance/opera and will start to pursue her Master's degree this fall.



Shari Ferguson (Ingress Management) and her husband Duane are proud of Cullen Ferguson, who graduated this spring from the University of Central Florida with a Bachelor's Degree in Biochemistry.

BOBCAT CHATTER

What skill or hobby have you picked up during quarantine?



Melissa Demers
Training Specialist
Office of Human Resources

"My spouse and I are having fun with home and garden projects. The screened-in 'Catio' is a big hit with our four-legged roommates!"

Cleve Thorn
Budget Analyst
Office of Budgeting, Financial Planning & Analysis

"Beard Growing Apprenticeship!"

LETTER FROM THE VICE PRESIDENT

...Continued from page 7

- Launching a personal responsibility health campaign
- Promoting frequent hand washing and the use of hand sanitizer
- Enabling individuals at higher risk for COVID-19 complications to request additional modifications

Steps We Are Taking To Ensure Quality Course Delivery & Research

- Designing courses for summer II (July 6-August 6, 2020) and fall (August 24-December 11, 2020) that promote the health and safety of students and faculty and provide high quality learning experiences
- Increasing students' access to more spaces (e.g., ballrooms) with reliable computers and Internet service to study and complete course work
- Providing faculty with techniques and tools for developing and implementing new course designs and instructional methods
- Equipping classrooms to support multiple modes of content and instructional delivery
- Implementing phased return of research activities
- Requiring strict standard operating procedures in labs

Steps We Are Taking To Ensure Student Support & Engagement

- Expanding telemental health services, online mental health related resources, and counseling sessions to promote overall well-being
- Providing in-person and remote tutoring and academic assistance
- Offering virtual and in-person recreational activities and student life programming
- Requiring event pre-registration and recording participant attendance to enhance contact tracing capability
- Dedicating more technological devices, tools, and services for uninterrupted learning

Being part of our Bobcat community means we respect each other and commit to helping create a healthy and safe learning and working campus environment. Every student, faculty and staff member must take responsibility for practicing healthy behaviors and following the health and safety guidelines established by Texas State to prevent the spread of COVID-19 on campus and in the surrounding community.

As fellow members of the Bobcat community, I ask you to join me in taking the Bobcat Pledge:

1. Respect Others

- Wear a face mask both indoors and outdoors on campus unless you are

alone

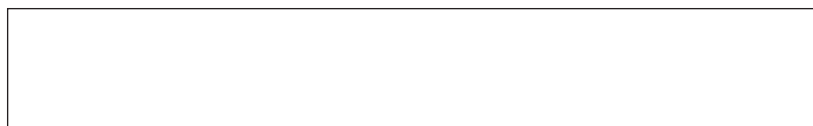
- Maintain physical distancing of at least 6 feet where possible
- Stay home if sick, or if I have symptoms of COVID-19, or if I have had prolonged direct contact with someone who has tested positive for COVID-19

2. Respect Myself

- Wash my hands often with soap and water or use hand sanitizer
- Seek medical evaluation if I experience fever greater than 100 F, cough, shortness of breath, chills, muscle or body aches, headache, sore throat, loss of taste or smell, vomiting/diarrhea, congestion/runny nose, or fatigue - Complete a daily self-assessment to check for symptoms
- Avoid crowded activities or social gatherings where physical distancing is not possible and there is a risk for exposure to COVID-19

3. Respect Our TXST Community

- If I test positive for COVID-19, or have had prolonged direct contact with someone who has tested positive, I will notify the Student Health Center
- Follow CDC and university guidance on testing, contact-tracing, self-isolation and quarantine when appropriate
- Follow all university health and safety guidelines



Digitally printed and addressed at Copy Cats at Texas State

TEXAS STATE
UNIVERSITY

The rising STAR of Texas

***"Those who can make you believe absurdities,
can make you commit atrocities."***

-Voltaire

"Questions sur les miracles."

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

Cortney Akers (CS16@txstate.edu)

Alma Apodaca (AV12@txstate.edu)

Sylvia Cruz (SC17@txstate.edu)

Stephanie Daniels (SD1344@txstate.edu)

Anna Edmonds (AG1461@txstate.edu)

Laura Gonzalez (LG1187@txstate.edu)

Karen Munoz (KM26@txstate.edu)

Melinda Olivo (MZ10@txstate.edu)

Patricia Prado (PP03@txstate.edu)

Carolina Ratliff (CM15214@txstate.edu)

Elsie Romano (ER20@txstate.edu)

Crystal Schaffer (CMS263@txstate.edu)