

11-2013

Administration and Finance Division Newsletter, Nov. 2013

San Jose State University, Administration and Finance Division

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[About Our Division](#) ▾ [Division Service Groups](#) ▾

[SJSU Home](#) > [Administration and Finance Division](#) > [About Our Division](#) > [Division Newsletters](#) > [November 2013 Newsletter](#) > [Facilities Development & Operations](#)

Facilities Development & Operations

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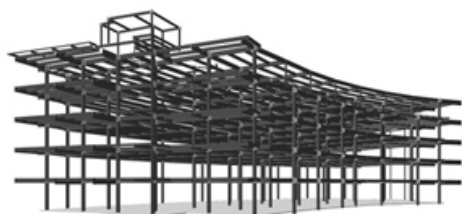
Athletics

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Student Union Opening - Phase One

The student union project is broken into two phases, the first being the addition of the East and West Wing, with the second being the renovation of the existing building. Phase one is very near completion, with departments moving into the East Wing on November 11 and the West Wing on December 19.

After departments move in, Phase One will be fully operational for the opening of winter semester. The A.S. offices, a computer lab, theater, and other related operations will be located in the East Wing. The West Wing will have the new dining options, ballrooms and temporary space for the Spartan Bookstore. The bookstore will return to the original building once it has been remodeled.



Navigate

[BACK to November 2013 Newsletter](#)

Facilities Development & Operations

[Finance](#)
[Human Resources](#)
[Information Technology Services](#)
[Spartan Shops](#)
[University Police Department](#)

New Student Health and Counseling Center

For the last month, you may have noticed drilling rigs and a lot of concrete trucks at the site of the new Student Health and Counseling Center. This activity resulted in the drilling and pouring of all the foundation piles. It will be very exciting in the coming weeks as we begin the process of erecting the structural steel. The campus will see the steel go up very quickly due to the use of Moment Frame structure with ConX which provides a quicker, greener, and safer process due to the fact that more work is done at the manufacturing plant, and less work in the field.

PG&E Incentive Award of \$532,000

The campus was recently notified that PG&E will be awarding us a \$532,000 incentive check for the improvements done to our chiller plant. The project goal was to improve the efficiency of the plant, thereby improving environmental sustainability as well as reducing annual utility costs. The replacement chillers and re-engineering work that was done accomplished all that and more. Over the life of the new chillers, this will reduce the amount of carbon emissions from the campus by 60,000 tons. Additionally, the project will also reduce our electricity usage by the same amount as that used by 700 homes annually. Aside from the positive environmental impacts, the net utility savings to the campus over the life of the project will be approximately \$12 million dollars.

3,500 New Restroom Paper Product Dispensers

New paper product dispensers are being installed in all campus restrooms over the next couple of months. Replacing older, less effective units, the new dispensers are not at a cost to the campus. Installation is relatively fast, but we do apologize for any inconvenience in advance.

[About Our Division](#) ▾ [Division Service Groups](#) ▾

[SJSU Home](#) > [Administration and Finance Division](#) > [About Our Division](#) > [Division Newsletters](#) > [November 2013 Newsletter](#) > [Finance](#)

Finance


 [MySJSU](#)
 [Athletics](#)
 [Give to SJSU](#)

Navigate

[◀ BACK to November 2013 Newsletter](#)
[Facilities Development & Operations](#)
[Finance](#)
[Human Resources](#)
[Information Technology Services](#)
[Spartan Shops](#)
[University Police Department](#)

University Travel - Enterprise Rental Car Policy Update

Enterprise Car Rental has made a change to the vehicle pick up process for State rentals. In addition to a valid California Driver's License, travelers must show a second form of identification when picking up a rental vehicle from Enterprise. This second form of identification serves to verify the traveler's association with the state.

University travelers should be prepared to present their Employee ID card or SJSU business card when renting a vehicle from Enterprise. An authorization letter on San José State letterhead identifying the traveler and approving the individual's use of Enterprise car rental services is also acceptable.

Enterprise will not honor the discounted state rental rate and may require the traveler to provide their own credit card for payment if a traveler is not able to provide identification which proves association with San José State.

This policy applies to all reservations made with Enterprise, including those made through the University's official travel agency, Travel Consultants, or the University GoCard.

FTS - Changes for Requesting Access

To simplify the way access is granted in Financial Transaction Services (FTS), Finance and ITS have made some changes to the System Access Request form.

Department IDs

When appropriate, users can now request access to a division, college, or service group. Requesting access in this manner grants the user access to all departments within a

specified unit.

Roles

Access in FTS is now granted based on roles, each of which contain a specific level of access to the various modules. Additionally, each role is associated with required training in order for access to be granted. New FTS users are required to complete all training associated with the requested role before access is granted. See FTS [System Training and Access](#) for more information. The three roles are described below.

Level 1

This level gives the user the ability to create transactions in the modules listed below. It is appropriate for department employees entering transaction requests on behalf of a department.

Modules:

- Requisition
- Direct Payment
- Employee/Student Reimbursement

Level 2

This level allows the user to create transactions and approve transfers. It is appropriate for department with Level 1 responsibilities as well as those who have budget and position expenditure responsibilities.

Modules:

- All modules included for the Level 1 role
- Transfers
 - Budget Journal
 - Expense Journal
 - Hospitality Payment
 - Interdepartmental Expense Transfer

Approving Official

This level allows the user to approve all transaction types. It is appropriate for management level staff and department chairs who have been granted the authority to approve financial expenditures made on half of the University.

Modules:

- All modules included for the Level 1 and Level 2 roles
- HR Expense Adjustment
- Travel

Information for

[Alumni](#)
[Current Students](#)
[Donors](#)
[Faculty & Staff](#)
[Future Students](#)
[Researchers](#)

Colleges

[Applied Sciences & Arts](#)
[Business](#)
[Education](#)
[Engineering](#)
[Humanities & the Arts](#)
[International & Extended Studies](#)
[Science](#)

Quick Links

[A-Z Index](#)
[Academics](#)
[Bookstore](#)
[Budget Central](#)
[Calendars](#)
[Careers & Jobs](#)
[King Library](#)
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[SJSU Home](#) > [Administration and Finance Division](#) > [About Our Division](#) > [Division Newsletters](#) > [November 2013 Newsletter](#) > [Human Resources](#)

Human Resources

MySJSU

Athletics

Give to SJSU



Navigate

[◀ BACK to November 2013 Newsletter](#)
[Facilities Development & Operations](#)
[Finance](#)
[Human Resources](#)
[Information Technology Services](#)
[Spartan Shops](#)
[University Police Department](#)

LifeMatters: EAP Orientation

LifeMatters is the new Employee Assistance Program (EAP) provider for SJSU. The program provides professional assistance to employees and their families in assessing and resolving matters that may affect personal well-being or job performance.

There will be an EAP Orientation HR101 on Wednesday, November 13 from 10:00am to 11:00am in Clark Hall 547 for you to learn about all of the services that are available. Register through [MySJSU](#), using course code TRCR59.

EAP can be a valuable resource in helping employees maintain satisfying and productive lives. For more information about the services offered, please see the [LifeMatters brochure \(pdf\)](#). We are pleased to include this service as an employee benefit.

Free Flu Shots on Campus

Flu season is upon us. The CDC recommends a yearly flu vaccine as the first and most important step in protecting us against the flu virus. We are pleased to offer free flu shots to our employees conveniently located on campus through Well U's partnership with Kaiser Permanente.

Wednesday, November 20, and Thursday, November 21

Clark Hall 547

10:00am to 2:00pm

Appointments are required and drop-ins are not allowed. Contact [Julie Inouye Wong](#) to schedule one of several available appointment times.

Maintain, Don't Gain with Well U and Kaiser Permanente

Did you know that most Americans gain about one pound during the holiday season, and never lose it...ever? While this may not seem like much, over time, it adds up. To help beat the odds this year, we've teamed up with Kaiser Permanente to bring you Maintain Don't

Gain, an eight-week program that can help you stay focused on healthy eating and active living so you can keep off the extra pounds.

Participants will receive eight weekly emails from mid-November to early January that will include challenges, tips and resources to maintain their weight. If you are interested in participating, or would like more information, please contact [Julie Inouye Wong](#).



Stepping Beyond: SJSU Customer Service Training

Human Resources is excited to roll out "Stepping Beyond. SJSU Customer Service Training." Stepping Beyond was developed in the spirit of the Vision 2017 goal of Helping and Caring, and in response to campus-wide requests.

This interactive training will cover the components of quality customer service and will give attendees an opportunity to step out of their own shoes and into those of the customer. The major theme of the training is "stepping beyond" to create a culture of helping and caring on campus.

We can come to your departments to facilitate the training. Please contact Julie Inouye Wong for more information and to schedule training. "Stepping Beyond" will also be offered as an HR 101 course.

Information for

[Alumni](#)
[Current Students](#)
[Donors](#)
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[Future Students](#)
[Researchers](#)

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[Applied Sciences & Arts](#)
[Business](#)
[Education](#)
[Engineering](#)
[Humanities & the Arts](#)
[International & Extended Studies](#)
[Science](#)
[Social Sciences](#)

Quick Links

[A-Z Index](#)
[Academics](#)
[Bookstore](#)
[Budget Central](#)
[Calendars](#)
[Careers & Jobs](#)
[King Library](#)
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[About Our Division](#) ▾ [Division Service Groups](#) ▾

[SJSU Home](#) > [Administration and Finance Division](#) > [About Our Division](#) > [Division Newsletters](#) > [November 2013 Newsletter](#) > [Information Technology Services](#)

Information Technology Services

 [MySJSU](#)
 [Athletics](#)
 [Give to SJSU](#)

Next Up for Next Gen

The Next Gen Technology Project is delivering upgrades visible to the campus at a brisk pace this Fall. Visit [ITS Projects](#) to learn more about each project and updates planned for November.

Network Switch Updates

New Cisco network switches are being installed to enable increased network speeds. The new network switches will drive the Cisco wireless access points and Cisco Unified Communications phones. Installation of the network switches requires an outage of network access in the building that has been averaging less than 2 hours. Check out [Campus Next Generation Network](#) for more information.

Buildings Updated through October:

- Lucas Business Complex
- Music
- Faculty Office Building
- Hugh Gillis Hall
- Central Classroom Building
- University Police/Human Resources
- Computer Center
- Washington Square Hall
- Tower Hall
- Dudley Moorhead Hall

Schedule for November:

- Nov 1: Instructional Resource Center
- Nov 8: Industrial Studies
- Nov 11: Student Union Expansion – Phase 1
- Nov 15: South Campus
- Nov 22: Sweeney Hall

Navigate

[◀ BACK to November 2013 Newsletter](#)
[Facilities Development & Operations](#)
[Finance](#)
[Human Resources](#)
[Information Technology Services](#)
[Spartan Shops](#)
[University Police Department](#)


Wireless Network Updates

To improve the campus wireless network, the existing network is being replaced with Cisco wireless network devices that allow for increased access and throughput using the latest in network technologies.

We plan to triple the number of wireless access points (WAPs) in campus buildings. This installation requires an outage of wireless access in a building and is being scheduled during non-business hours to limit the user impact. We are tracking the current wireless issues while we work on the improvements. Visit [Wireless Network](#) for helpful information.

Buildings Updated through October:

- Lucas Business Complex
- Music
- Computer Center
- Administration
- Associated Students House
- University Police/Human Resources

Schedule for November:

- Nov 1: Student Services Center
- Nov 4: Student Union Expansion Phase 1
- Nov 10: Dudley Moorhead Hall
- Nov 10: Instructional Resource Center
- Nov 24: Washington Square Hall
- Nov 24: Science
- Nov 26: Business Tower



Unified Communications Deployment

The deployment of Cisco Unified Communications telephones continues, with departments assisting with communication and training. Campus employees will be provided with video phones that can be forwarded to personal mobile devices, as desired, and accessed via Cisco Jabber client software on PCs and Macs. This option enables video calling with software, without requiring your traditional desk telephone. Check out [Unified Communication System](#) for more information.

Deployed through October:

- Computer Center
- IT Services in Clark Hall
- Lucas Business Complex
- Music
- Hugh Gillis Hall
- Central Classroom Building

University Police/Human Resources

Schedule for November:

- Nov 1: Tower Hall
- Nov 8: Human Resources
- Nov 22: Washington Square

Campus Workstation Refresh Program

The Campus Workstation Refresh Program will provide SJSU's students, faculty and staff, the latest in computing technology. Through the program, new desktops, laptops, tablets and a virtual desktop infrastructure will replace aging equipment found on campus today.

The program includes replacement of lab computers, public facing kiosks, and faculty/staff workstations. These changes will help build vibrant and creative learning spaces, promote interdisciplinary and cross-divisional partnerships, reduce duplication of services, increase reliability and create a more positive end-user experience.

The Workstation Refresh Program is beginning this academic year with the replacement of student lab equipment. In the coming months, workstations will be replaced and virtual desktops will be introduced to all corners of campus.

IT Services is excited to bring the latest in desktop technology to SJSU. Visit the [Workstation Refresh Program](#) for more information about how the program works.

Systems Status

IT Services is piloting an online System Status application to communicate planned and unplanned IT systems and services availability. This externally hosted service allows users to subscribe to system status notifications via email and/or SMS messages.

Visual icons indicate the status, from Operational (green), to Major Outage (red). When there are outages, communications track the status of the problem and the steps towards resolution. Scheduled maintenance can also be reviewed.

Since its launch in late September, subscribers have received nearly 30 real time notifications. We invite you to visit [SJSU System Status](#) to track the availability of your favorite IT system or service. You may also subscribe to receive alerts on this page.

Information for

[Alumni](#)
[Current Students](#)
[Donors](#)
[Faculty & Staff](#)
[Future Students](#)
[Researchers](#)

Colleges

[Applied Sciences & Arts](#)
[Business](#)
[Education](#)
[Engineering](#)
[Humanities & the Arts](#)
[International & Extended Studies](#)
[Science](#)

Quick Links

[A-Z Index](#)
[Academics](#)
[Bookstore](#)
[Budget Central](#)
[Calendars](#)
[Careers & Jobs](#)
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[SJSU Home](#) > [Administration and Finance Division](#) > [About Our Division](#) > [Division Newsletters](#) > [November 2013 Newsletter](#) > [Spartan Shops](#)

Spartan Shops

Just Below: November Specials

Pumpkin, spice and everything nice - that's how we celebrate Autumn at Just Below! Try our November drink and sandwich specials, available for a limited time.



Pumpkin Pie Chai Latte

Pumpkin Pie syrup, chai and milk

Apple Pie Frio

Soy milk, chai and apple cider, topped with whipped cream and cinnamon

Thanksgiving Leftovers Sandwich

Turkey, cranberry spread and mashed potatoes, with gravy served on the side



Thanksgiving Recipe Idea from Our Chef

"One of my first Thanksgivings being away from my family, I spent it with Chef David Picu who was born and raised in Louisiana. It was the first time I had deep friend Cajun turkey and have been loving it ever since!"

Mario DeLuca
Spartan Shops Head Chef

Cajun Fried Turkey

Ingredients:

- Turkey breast (thawed)
- Creole seasoning
- Clarified butter
- Peanut oil

Directions:

[Truss the turkey breast](#), but not too tightly. Combine 1/2 of the Creole seasoning with 2 cups of clarified butter and inject into three lobes of the turkey breast, equal amounts in random spots. Gently dust the turkey breast with the remaining Creole seasoning and allow to sit for 12 hours. Heat the peanut oil to 325F and maintain temperature throughout cooking. Lower the breast slowly into fryer and fry 3 minutes per pound to 155F. Remove and allow to sit for one hour.

Holiday Dining Hours

Find our [hours online](#):

Veterans Day Dining Options-November 11 Dining Commons

9:00am-9:00pm

Village Market

9:00am-1:00am



Thanksgiving Holiday Dining Hours

On Fourth Café

11/27- 7:30am-5:00pm

11/28-11/29- CLOSED

11/30- 9:00am-5:00pm

Instant Brew

11/27- 8:30am-3:00pm

11/28-12/1- CLOSED

Just Below

11/27- 7:00am-5:00pm

11/27-11/30- CLOSED

Food Court

11/27- 7:00am-4:00pm

11/28-11/30- CLOSED

Dining Commons

11/27- 6:30am-2:00pm

11/28-12/1- CLOSED

12/2- 6:30am-1:00am

Village Market

11/27- 7:00am-1:00pm

11/28-11/30- CLOSED

12/1- 5:00pm-1:00am

Navigate

◀ [BACK to November 2013 Newsletter](#)

[Facilities Development & Operations](#)

[Finance](#)

[Human Resources](#)

[Information Technology Services](#)

[Spartan Shops](#)

[University Police Department](#)



Giving to Those in Need

As part of Spartan Shops' effort to reduce food waste and help those in need, food donations are made to two local community organizations on a weekly basis.

Every Tuesday and Thursday our staff delivers bread, pastries, yogurt, and other packaged items from On Fourth Café, Village Market and Just Below, to EHC LifeBuilders and Grace Community Center.

We also follow-up with the donation centers regularly to ensure that they are able to use the donations we send, and adjust the distribution variety based on their feedback.

Spartan Bookstore

Stop by the Spartan Bookstore Computer Department during the month of November. Take advantage of our sale on previous generation computers and iPads. Save up to 50% off the education price on select models of MacBook Pros. Hurry in, quantities are limited!

Check out our [Facebook page](#) for this month's special promotions!

Information for

[Alumni](#)
[Current Students](#)
[Donors](#)
[Faculty & Staff](#)
[Future Students](#)
[Researchers](#)

Colleges

[Applied Sciences & Arts](#)
[Business](#)
[Education](#)
[Engineering](#)
[Humanities & the Arts](#)
[International & Extended Studies](#)
[Science](#)

Quick Links

[A-Z Index](#)
[Academics](#)
[Bookstore](#)
[Budget Central](#)
[Calendars](#)
[Careers & Jobs](#)
[King Library](#)

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[Contact Form](#)
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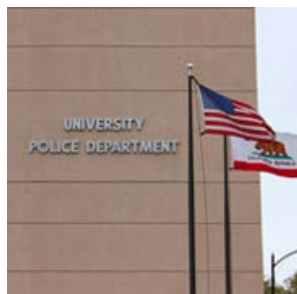
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[SJSU Home](#) > [Administration and Finance Division](#) > [About Our Division](#) > [Division Newsletters](#) > [November 2013 Newsletter](#) > [University Police Department](#)

University Police Department



AlertSJSU

The University Police Department utilizes a multi-faceted emergency notification system called AlertSJSU to quickly disseminate information to the campus community in the event of a significant emergency or other situation that poses an immediate threat to the health and safety of the campus community.

Emergency information and instructions are sent utilizing one or more of the following AlertSJSU components.

- speaker phones in offices and classrooms
- public address system in King Library
- speakers in North Garage
- voice, text and email messages

Students are automatically enrolled, and we recommend that faculty and staff sign up for [AlertSJSU](#) by logging into [MySJSU](#). We'd also like to remind you to keep your contact information current.

Emergency notifications sent via text are limited to 160 characters, so instructions will be abbreviated. Messages may be as simple as direction to avoid a particular area, or exercise caution. Some alerts will describe an immediate threat and an order that requires immediate compliance to ensure the best chance for safety. Following are some examples of orders that may be sent.

Evacuate

Evacuate a specific building or area of campus. Leave immediately and seek a safe place.

Lockdown

Find a secure location. Lock and barricade the door if possible and prepare to defend yourself.

Shelter in Place

Stay indoors, remain calm and wait for further instruction

Visit the [University Police Department](#) for more information about training and preparing for threatening situations.

 [MySJSU](#)
 [Athletics](#)
 [Give to SJSU](#)

Navigate

◀ [BACK to November 2013 Newsletter](#)

[Facilities Development & Operations](#)

[Finance](#)

[Human Resources](#)

[Information Technology Services](#)

[Spartan Shops](#)

University Police Department