

1-2014

Administration and Finance Division Newsletter, Jan. 2014

San Jose State University, Administration and Finance Division

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Water Conservation Measures at SJSU

California faces a severe water shortage, and we all need to assist in conservation efforts. Fortunately, SJSU has been implementing conservation measures for some time.

Below are some historical water usage numbers of SJSU.

Year	Fresh Water (in gal.)	Recycled Water (in gal.)
2010/11	153,000,000	36,000,000
2011/12	134,000,000	50,000,000
2012/13	116,000,000	71,000,000

Here are some of the measures already implemented and some plans for the future.

Here is what we've done:

- FD&O switched to recycled water for landscape irrigation and for MLK Library toilets in 2011/12. This effort saves 65,000,000 gallons of potable water annually.
- We have implemented a dual plumbing system into three of the current construction projects; Spartan Complex, Student Union, and the Student Health Center, thereby providing recycled water for all toilets in these buildings. This will result in additional savings of potable water.
- The central plant cooling tower utilizes recycled water, saving large amounts of potable water.
- We recently installed over 400 low flow toilets, made possible via grant money. These low flow toilets use 1.5 gallons per flush rather than 7 gallons previously used, thereby reducing water usage by 80%.

Here is what we can do:

- We are exploring converting the Central Plant direct steam system to recycled water. The lease of the required equipment which would generate a savings of 6.5 million gallons annually.
- We are looking into the replacement of more toilets with low flow units.

New state regulations reduce the frequency in which state vehicles are washed. FD&O will comply with these regulations.

- Students, faculty and staff can turn off running water whenever possible, report water leaks as soon as seen, and report running toilets as soon as seen.

We considered shutting off the water fountains, however, since the water savings would be a couple of gallons a day, decided the campus would benefit more from the continued access.

It's important to note that SJSU supplies its potable water from its own well, which is 600 feet underground. As such, our water source is not impacted by the drought like other water sources. Nonetheless, we should create good habits and still strive to conserve where we can.



Sustainability Presentation to Young Cultural Ambassador's Program

On Wednesday, January 22, FD&O and the College of Engineering hosted the Young Cultural Ambassadors, a group of 80 students, 7 to 11 years of age, from China. The students were approaching the end of a 3 week visit in the US as a cultural exchange program.

Due to the increasing number of environmental issues affecting their country, the students were incredibly curious and eager to learn about the university's sustainability policies and activities. As such, Debbie Andres, our FD&O Sustainability Analyst held a presentation for the Young Ambassador's.

The vision of this exchange was to introduce sustainable practices to the next generation so that they can affect change in their country. Many of them had never heard of practices such as composting, recycling water and LED lighting. The ambassadors spent 2 hours learning about the LEED certified Martin Luther King, Jr. Library, the recycled water usage on campus, the campus cogeneration plant and the Sustainable Agriculture program through the Environmental Studies department. The ambassadors concluded their visit with a tour of MLK Library and the Environmental Studies' Sustainable Agriculture garden. The presentation was a huge success.

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Accounting Services

Effective January 20, 2014, our Accounting Services Office has been reorganized. Check out the summary of our team-based structure of the [Accounting Services Office](#) for more information.

The team-based concept was designed to increase efficiency, improve communication and provide better customer service. We've appointed team leads to help accomplish this goal.

The Fund Team is led by Regina Villanueva. The fund team members specialize in particular funds, such as Financial Aid, Federal Work Study, Operating Funds, General Funds, Housing and Parking.

The Services Team handles bank reconciliations, investment accounts, billing and chargebacks, and is led by Juanitz Ceniza.

The Student Financials Team is led by Shirley Wen. This team is responsible for Student Financial System payments, adjustments and accounts assignment.

Additionally, we have a Plant Accounting Team, led by Trang To. With the assistance of Daisy Phan, this team handles the accounting for all of our Capital Assets.

In the next a few months, we look forward to also transitioning the Accounts Payable Unit to the Accounting Services Office.

Mileage Reimbursement Rate for 2014

The California State University standard mileage rate for business travel occurring on or after January 1, 2014 will decrease from 56.5 cents per mile to 56 cents per mile. Miles driven for moving purposes will be reimbursed at 23.5 cents per mile, decreased from 24 cents per mile.

The FTS Travel module has been updated to reflect the current mileage rate.

Spartan Bookstore Partnership

The partnership with the Spartan Bookstore, which allows students to purchase books and supplies and have those charges added to their student account, has been very successful. For the 2012-2013 academic year, the first year for the program, students purchased almost \$300,000 books and supplies. For the Fall 2013 semester alone, students purchased approximately \$267,000 in books and supplies. It appears that we are on our way to almost doubling sales. Prior to the start of this semester, students had already purchased over \$45,000 worth of books and supplies.

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Consolidated PeopleSoft HR System (CHRS) Coming in 2015

The CSU is upgrading and consolidating its PeopleSoft HR systems over the next two years, much like they consolidated the Finance systems a few years ago. The new database is called CHRS and San José State is currently scheduled to move to the new environment in April, 2015. There will be a lot of information coming in the next year and a half but here are a few critical items to note:

- Data from all 23 campuses, plus the Chancellor's Office, will be in one database.
- The HR database will be separate from the Student database. Systems will be put in place to keep personal data in synch.
- Security will be put in place to ensure only SJSU employees see SJSU data, with the exception of staff in the Chancellor's Office.
- Processes will change, and training and documentation will be provided to ensure a smooth transition.

Update on Compensation Increases

Unit 1 - Still in negotiation with the Chancellor's Office

Units 2, 5, 7, 9 - 1.34% increase to be applied to all eligible employees on March 1 pay warrant, retroactive to July 1, 2013

Unit 3 - Paid in December 2013

Unit 4 - Paid in December 2013

Unit 6 - 1.34% increase to be applied to all eligible employees effective July 1, 2013; no date set on when it will be applied to eligible employee salaries

Unit 8 - 4.6% increase effective January 1, 2014; no date set on when it will be applied to eligible employee salaries

MPP/C99 - 1.34% increase to be applied to all eligible employees on March 1 pay warrant, retroactive to July 1, 2013



HR101 Courses from LifeMatters

We are excited to roll out the first HR101 courses from our new Employee Assistance Program, LifeMatters.

Workplace Change

Workplace Change will focus on common reactions to change; the 4-stage transition process; and ways to become more adaptable and cope with the stresses of change.

Wednesday, February 19
10:00 to 11:00 in Clark 547
Course code TRSD26

Stress or Success

Stress or Success will offer practical ideas on how to reduce stress and will go over the causes of stress; the art of resiliency; mindset and attitudes; connections and relationships; and how using LifeMatters can help.

Thursday, March 13
10:00 to 11:00 in Clark 547
Course code TRSD27

We are also offering two trainings for managers through LifeMatters. These courses are only open to MPPs.

Boosting Staff Morale

Tuesday, February 11
12:00 to 1:00 in Clark 547
Course code TRSM01

Motivate, Manage and Lead

Thursday, March 20
11:00 to 1:00 in Clark 547
Course code TRSM002

The [LifeMatters](#) website offers educational information, self-service options, and interactive tools. Log on by entering the password: spartans. Visit the [HR website](#) for instructions on registering for HR101 courses.

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IT Services

SJSU Portal

IT Services (ITS) is working with a campus committee to identify and implement SJSU Portal technology that aligns with Vision 2017. The goal is to make it easier for SJSU students, faculty and staff to navigate teaching, learning, and administrative tasks.

Each SJSU system currently requires a separate login. The SJSU Portal will provide a single sign-on allowing access to relevant information and applications services appropriate to one's role at SJSU. Additionally, navigation will be made easier through customized and personalized views within the portal environment.

The pilot phase of the SJSU Portal will provide single sign-on to applications such as PeopleSoft, Canvas, WebEx, Google apps and other SJSU applications along with targeted personalized messaging.

Ideally, the SJSU portal will increase student engagement, making it easier for students and faculty to communicate and collaborate, find instructional resources and streamline administrative tasks.

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SJSU Mobile Apps

IT Services (ITS) is working with a campus committee to identify and implement SJSU mobile applications that integrate with PeopleSoft, Canvas, Google apps, other campus information application and developed apps.

The initial focus of the mobile apps will be on personalized integrated access to PeopleSoft with direct jumps to specific areas of use (e.g. Student Enrollment (add/drops), Class schedule for students, class rosters for faculty, integration with Canvas, informational apps such as directory search, campus events, WebEx, Google apps, and others).

The Portal and Mobile initiatives will provide SJSU with strategic building blocks that support self-service across the SJSU community.

Happy Next Gen New Year!!!

The Next Gen Technology Project was very busy over the Winter Break providing enhanced technology resources to campus. The work completed is outlined below.

Network Switch Updates

Network Switch updates will enable increased network speeds. Buildings completed were:

- Student Union West
- Child Development Center (in CCB)
- Corp Yard
- Engineering
- MacQuarrie Hall



WiFi Network Updates

WiFi Network updates will enable increased access and throughput. The campus WiFi now has 3 times more coverage and 10 times more capacity when compares to last spring. The new technology has been deployed, thus far, in all core campus buildings except the Martin Luther King Library and Tower Hall. WiFi was also introduced for the first time in Campus Village and the residence halls.



Unified Communications Deployment

Unified Communications Deployment enables sophisticated communication for campus employees. Buildings completed were:

- Washington Square
- Dudley Moorhead
- Instructional Resource Center
- Child Development Center

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Spartan Shops



Catering Winter Specials

The key ingredients to any special event – The Spartan Shops Catering Team; Kristin, Jeannette, Rose, Louise and Chef Meg. Review our [Winter Seasonal Specials](#), or contact the Catering Sales office at (408) 924-1756. Our friendly staff will help you take your event to the next level with delicious menu items like Marinated Flank Steak or Mocha Crème Filled Brioche Rolls.

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Erase Waste

We want your help to achieve our goal of reducing food waste at the Dining Commons by 5% by May 2014.

Did you know that last year students who ate at the Dining Commons contributed to over 236,000 pounds of waste from uneaten food left on plates? That's equivalent to the weight of 48 elephants! We're working hard to help students identify healthy portions, understand the negative impacts of throwing away uneaten food, and highlight strategies to avoid waste. You can stay up to date on our progress by checking out our [waste tracker](#).



Spartan Head

Spartan Basketball

Don't let the 2013-2014 [Basketball season](#) pass you by! SJSU faculty, staff, and their families can enjoy [FREE tickets](#) to any of the games. Enjoy delicious food at the Spartan BBQ Bash, including our new Gordon Biersch Garlic Fries, Tri-Tip Sandwiches, and more.

Lunch Time!

Looking for something to eat now that the semester is up and running? Take a look at some of our lunch time favorites and some new menu items too.



Just Below

If you're looking for a light vegetarian meal, try our delicious Grilled Veggie Sandwich on healthy whole wheat bread. Enjoy roasted zucchini, asparagus, peppers, spinach, smoked mozzarella and mayo, grilled to toasty goodness!

Looking for a twist on your normal Mocha? The Just Below Mocha is made with the sweet flavors of orange and almond!



On Fourth

Get lost in the warmth of our toasted Under the Tuscan Sun Sandwich! Try it in a California Lavash wrap with grilled chicken breast, pesto, Monterey Jack cheese, tomatoes, and red onions.



Cheesy Grill

Try something new at the Food Court and bite into our Cheesy Grill's California Girl Sandwich! It's made with avocado and provolone on wheat bread, grilled until that cheese melts perfectly. Pair it with a delicious bowl of tomato bisque.



Pasta Bowl

Also new at the Food Court, tasty Pasta Bowls! Try the rich Italian meatball Pasta or spicy Sausage Pasta with your choice of Gemelli or Mezze Penne pasta.

Market Cafe

Need something to warm your hands during those chilly mornings? Come by Market Café and grab an oh-so-sweet hot chocolate or white hot chocolate. Don't forget to top it off with whipped cream.

Panda Express

Have some Kung Fu fun with Kun Pao Chicken. Stir fried and marinated diced chicken accompanied by peanuts, diced red bell peppers, and zucchini. Make a healthy choice by pairing it with brown rice!



Save at Spartan Bookstore

Start the New Year with some great deals! Get 25% off Champion clothing items until February 9, in-store or online at the [Spartan Bookstore](#).

Look out for more savings between March 17th-23rd, with 25% off t-shirts in-store and online! (All t-shirts excluding Under Armour).

Also, the Tech Center wants to show you some love with extra discounts! Receive an additional \$50 off your educational discount between February 9 and February 22, on the 13" 2.9GHz MacBook Pro and the 15" 2.4GHz MacBook Pro!* Call us at (408) 924-1808 for more information.

*Sale applies to MD102LL/A and MD1031L/A models only

Stay up to date on the latest deals by checking out our [Facebook page](#).

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Incident 140130026

Address: 377 S 7TH ST
 Cross: E SAN CARLOS ST/E SAN SALVAD... Apt
 Place: UNIVERSITY POLICE DEPA City: SAN JOSE

Type: ADMIN Lic/St: Yr: 0
 Beat: Make: Model: Colors: Resp: CSUSJ

Case #:
 Weapon:
 Dispo: TC
 Status: C Source: I
 Priority: 2 Contact?: X

Incident #: 140130026
 Date: 01/30/2014
 Time: 07:00:59
 Call Taker: AS419
 Dispatcher:

Time	Unit	Description
07:00:59		Incident initiated at University Police Department, 377 S 7TH ST, San J2
07:02:29		Closed - Disposition TC

Be #	Unit/Officer	Status	Inc #	Inc Type	Location
1	1512-Santos	10-8			
2	1C23-Farrell	10-8			
3	1P37-Backov...	1097	27	1184	FSS
PSA	1N85-Arteaga	1097	29	FP	Student Services Center, 60 S 9TH ST, San J...
PTRL	1C21-Barnes	10-8			
PTRL	1511-Gaxiola	10-8			
	1048-Panambos	POST			MILAC CONTROL
	1052-Sanchez	POST			MILAC CONTROL
	1G54-Cobazo	Admin			
	1059-Zuniga	POST			MILAC CONTROL
	1G58-Ibarra	CODE4	30	FP	Martin Luther King Jr Library, 150 E San Fern...
	1P30-Marshall	10-8			
	1510-Laws	1097	27	1184	SSS
	TECH1-Alarm T...	1097	31	TECH	Macquarrie Hall, 240 E San Carlos St, San Jo...

Incident 32: Comment added by P0649-PENDLETON

Computer Aided Dispatch and Records Management Software

On January 1, UPD went live with RIMS computer aided dispatch and records management software (CAD/RMS). SJSU joined 13 other CSU campuses that have installed RIMS and there are future plans to link the CSU law enforcement databases together.

RIMS CAD assists the dispatchers by interfacing with other systems such as the Department of Justice, DMV and the 9-1-1 system. Data is automatically transferred into the system eliminating the redundant entering of information. When the system is fully integrated, UPD will also be able to directly access information from other law enforcement agencies across the Bay Area through the CopLink interface. This sharing of information may help officers to solve crimes that would otherwise have gone unsolved.

RIMS allows for more extensive police records keeping and data searches than our previous legacy system. It also has allowed UPD to incorporate all of our law enforcement data systems into one system.

UPD Holiday Toy Drive Helps Local Families

For the 22nd consecutive year, the UPD organized Holiday Toy Drive provided toys and food for families in our community who are in need. Thanks to the SJSU community who generously donated toys and money, 184 families in the campus community were able to celebrate the holidays with a little more joy. Toys were handed out by Santa Claus to over 450 children. A supermarket gift certificate was also given to each family. Both the children and the adults were very thankful.

Santa Claus was able to personally deliver gifts to 58 families at their homes in the surrounding neighborhood. Other families came to SJSU where they were greeted by Santa Claus with their gifts. The children watched holiday movies while they waited in line to meet Santa.

Sign up for the new [Holiday Toy Drive](#) payroll deduction plan to make a monthly donation. Give as little as \$1 per month. Your donation it is tax-deductible.

Thank you to all who have donated toys, money and time!

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