

4-2014

Administration and Finance Division Newsletter, Apr./May 2014

San Jose State University, Administration and Finance Division

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Facilities Development & Operations

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Project Updates



Student Health Center Project

The SHC is moving along very well and we expect the building skin to start being installed very soon. The projected completion date for this project is January 2015.

Student Union Project

Phase One of the Student Union Building is projected to be completed in the next two months, after which the remodel of the existing building will begin.

SPX/YUH - Seismic Upgrade and Renovation

Phase One of this project is expected to be completed this summer, with Phase Two being completed Summer 2015.

Campus Village 2 - New Student Dormitories

The campus is expecting to break ground on the new 850 bed student dormitory this June. This project is expected to take two years to complete, after which we will demolish two of the older dormitories.

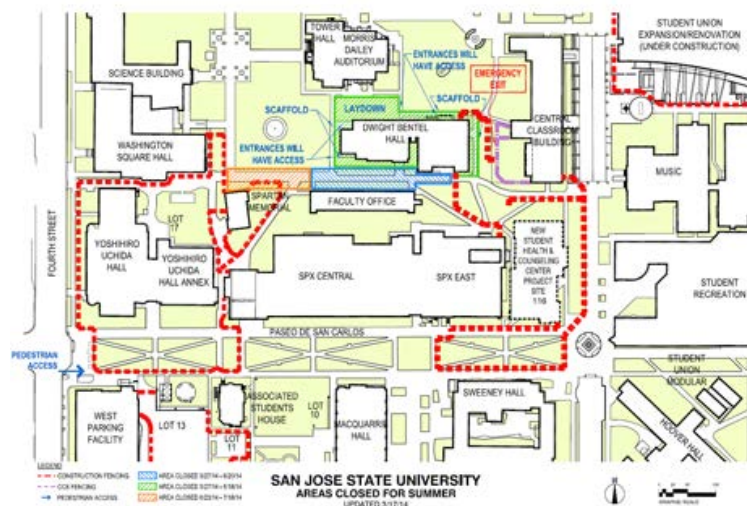
Recreation and Aquatic Center

Once the new dormitory is complete, two of the older dorms will be torn down and construction will begin on the new Recreation & Aquatic Center.

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Facilities Development & Operations



Campus Construction Projects - Fencing

Progress on our campus construction projects is very exciting, but does come with the inconvenience of barriers and fencing. We greatly appreciate your patience during the campus construction.

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Finance Partnership with Spartan Bookstore

We've had big success for the Vision 2017 initiative, Helping and Caring! Since the beginning of the Finance partnership with Spartan Bookstore, our students have benefited greatly. The program allows students to place Spartan Bookstore charges on their student account. For the 2013-2014 academic year, students purchased over \$265,000 in the fall semester and over \$135,000 in the spring semester. The total for this year is over \$400,000 which is up from \$300,000 for academic year 2012-2013.

Purchasing Meets Processing Times

A recent analysis shows that the average processing time for requisitions has been consistently met or exceeded by the Contracts & Purchasing Services Department with less staff dedicated to the requisition processing function. The turnaround time for this year to date is an average of 6 days for requisitions less than \$5000. This is a considerable improvement over the posted expectation of two weeks.

Contracts & Purchasing Services makes every effort to process requisitions in the most time efficient manner. The addition of various Procurement Pathways and the increased use of Procurement Cards for low dollar purchases, has allowed the department to focus efforts on completing the more complex, higher dollar procurements.

Requisition processing time guidelines were established by amount of purchase and are posted on the [Requisition](#) page.

Spring 2014 What's Up? Presentation

Held twice a year, the Finance What's Up? presentation is designed to keep the campus informed of the latest news, updates, and goals for the departments within our service group.

All members of the campus community with procurement, accounting or budget responsibilities are encouraged to attend. We hope to see you there!

Check out Finance's previous [What's Up? Presentations](#). If you have any questions, please contact [Finance Connect](#) at (408) 924-1558.

Friday, May 2, 2014

9:30 a.m. - 11:00 a.m.

ENG 189

CFS Upgrade - Scheduled Downtime

The CSU is upgrading the current Common Financial System (CFS) 9.0 to CFS 9.2. This is a systemwide implementation which will allow us to continue operating within an Oracle-supported CFS version. CFS 9.2 is scheduled to go-live the morning of Tuesday, April 22, 2014.

In order to accommodate the upgrade, the CFS system will be unavailable to all campuses from April 16 to April 21.

For more information, please refer to the [FinanceConnect blog](#).



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Annual Staff Performance Evaluations

The annual evaluation cycle for staff employees in bargaining units UAPD (Unit 1), CSUEU (Units 2, 5, 7, 9), APC (Unit 4), SETC (Unit 6), and SUPA (Unit 8) is upon us. Employees in these units, as well as those employees in Confidential classifications, must be evaluated for the review cycle, April 1, 2013 through March 31, 2014.

[Evaluation guidelines and forms](#) can be found on the Human Resources website.

Once completed and signed, the evaluation forms should be scanned and emailed to our office: performanceevaluation@sjsu.edu no later than June 30, 2014. Please do not forward hard copy forms.

We no longer require a position description to be attached to the evaluation, though we do recommend reviewing position descriptions during this annual process. Updates or general questions regarding position descriptions should be submitted to Workforce Planning.

Please direct any questions about the performance evaluation forms or the process to Carwin Liang at (408) 924-2141.

Long-Term Care Benefits

CalPERS is now accepting applications for long-term care coverage. The CalPERS LTC Program helps to protect assets and lifestyles against the catastrophic cost of receiving long-term care services. A catastrophic accident or disability can occur at any age and commercial health plans and Medicare do not provide extended care. Each LTC plan option offers a variety of daily benefit and total coverage amounts and flexibility on how the benefits are used. Members of the program can receive benefits for covered services anywhere in the nation.

Visit the [CalPERS Long-Term Care](#) website, or call (800) 908-9119, to learn more about CalPERS Long-Term Care (LTC) Program coverage options and to download or request an application kit.



Stepping Beyond: SJSU Customer Service

HR continues to offer Stepping Beyond: SJSU Customer Service training. We're emphasizing the importance of good customer service to create a culture of helping and caring on campus. We have facilitated the training to departments across campus as an HR101 course.

This interactive training covers the components of quality customer service and gives 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 help our customers.

Upcoming HR101 classes will be on Thursday, April 16 from 9:00 to 11:00 and Friday, May 9 from 9:00 to 11:00 in Clark 547, course code TRCR60. You can also contact Julie Inouye Wong, 4-2256, to schedule this training, specifically, for your department.

Spartans Stepping Beyond

Human Resources is excited to roll out an online recognition program for faculty, staff and students. [Spartans Stepping Beyond](#) provides all members of the San Jose State community with the opportunity to recognize a fellow Spartan who has demonstrated actions that exemplify the Vision 2017 goal of Helping and Caring. This is an easy way to say "thank you" to someone who makes a difference on campus.

Each Spartan recognized for Stepping Beyond will be recognized on the Human Resources website and entered into a drawing to receive a special gift.

What might Stepping Beyond look like?

- Going beyond what is expected
- Performing exemplary work in support of others
- Completing a task in a manner that allows others to more easily complete their work

[Recognize a fellow Spartan today!](#)

Skillsoft Online Learning

Human Resources is excited to announce a brand new online learning system for our employees!

All SJSU staff and faculty now have free access to the Skillsoft Learning Library. You will find thousands of engaging online eLearning courses, books, and videos.

The Business Library

Helps develop skills across a wide range of "soft skill" subjects such as business writing, customer service, and effective listening.

The Desktop Library

Provides learners with comprehensive courses related to Microsoft Office (Mac and PC), email, computing fundamentals, and Adobe products.

IT Library

Full catalog of information technology courses and IT certification prep exams.

Looking for the latest IT, business or leadership book? You also have access to Books24x7. Search the Books24x7 collection of over 20,000 titles and read the books on your computer, tablet or smartphone.

You can go to the [HR Website](#) for more information and to access Skillsoft. There will be an HR101 Introduction to the Skillsoft on Thursday, April 10 from 10:00 am to 11:00 am in Clark 547, course code TRCR61.



HR On-the-Go!

Human Resources proudly announces our mobile concept, HR On-the-Go!

HR On-the-Go! brings the staff of Human Resources out of the office and to the campus to assist you with some of our basic services. We will be available to help with general questions as well as the following items for students, staff and faculty:

- New Hire Packets for US Citizens and Permanent Residents
- Address Changes
- Withholding Allowance Changes
- Direct Deposit Enrollment

You can also drop off forms and paperwork and get to know your HR team.

Stop by our HR On-the-Go! booth in front of King Library (university side) the second Thursday of every month between 10:00 a.m. and 2:00 p.m. Here are the dates for the remainder of the fiscal year:

- April 10
- May 8
- June 12

We look forward to seeing you!

Save the Date!

Employee Services Fair

The Employee Services Fair will be on Thursday, September 25, 2014 from 10:00am to 2:00pm. The Employee Services Fair is your opportunity to meet your health care providers, as well as a variety other vendors, to get information about the numerous benefits available to you as a San Jose State employee.

Spartan Service Celebration

The 47th Annual Spartan Service Celebration will be on Thursday, October 30, 2014. Join us as we celebrate our honorees' dedicated service to San Jose State. The event will be held in the Student Union Ballroom from 3:00pm to 5:00pm. Additional details will be communicated in the coming weeks.


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Merging IT Help Desks

The Housing Help Desk, the ITSS Help Desk, and the CMS Help Desk have been integrated into one central help desk, now known as the IT Help Desk. IT Services now makes finding computing solutions that much easier. In addition, we provide extended service hours and resources to the campus community.

About the New IT Help Desk

The IT Help Desk is focused on providing the most effective and efficient IT support to all users of our applications, systems and services. Support includes:

- Account support (ID, password, system access)
- Computing support (desktop, browsers, downloads)
- Google app support (SJSU Email, Google Drive, Google Groups)
- Finance database support (CFS, FTS)
- Internet support (Wired or Wi-fi)
- Phone, TV, and/or Video support (WebEx, VideoShare, Lecture Capture)
- Website support (Administrative Applications, OU Campus, Blogs, Event Calendar)

For technical assistance, please contact us:

IT Help Desk
 (408) 924-1530
ithelpdesk@sjsu.edu

Hours:

Monday-Friday
 7:30am to 4:30pm
 Closed weekends and holidays

We still provide the following assistance as well:

Housing Help Desk

The Housing Help Desk provides a hands-on computer lab and in-person technical assistance to students in campus housing. The Housing Help Desk is located in the Campus Village Computer Lab (Building B, 1st floor)

Academic Technology Computer Center

The ATCC provides a hands-on computer lab and in-person technical assistance to students and the campus community. The ATCC is located in the Academic Success Center (Clark Hall, 1st floor)

Next Up for Next Gen

Through the Next Gen Technology Project, IT Services continues its deployment of enhanced technology resources to campus.

Network Switches

Network Switch updates enable increased network speeds. The following buildings were recently completed:

- Clark Hall
- Student Services Center
- Moss Landing Marine Labs

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Street Eats - New Menu Items

Street Eats is grilling up some new, savory menu items this semester! Visit [Street Eats](#) to view the schedule, locations, and to find out what we will be serving.



Chicken Souvlaki Burrito

Charbroiled Greek seasoned chicken with red grapes stuffed with Greek lemon rice, fresh spinach, diced tomatoes and Feta cheese, all wrapped in a large Flour Tortilla with Tatziki sauce on the side.



Authentic Mexican Steak Torta

Authentic Mexican style sandwich made with grilled carne asada, refried beans, jalapeno-lime aioli, lettuce, tomatoes, onions, fresh avocado and jalapenos.

Just Below - April Specials

Spring is in the air, and so are the Just Below Drink and Sandwich Specials!



You won't be able to resist the sweetness of our **Banana PB&J Sandwich**

Cinnamon raisin bread with bananas squished between Justin's peanut butter and organic raspberry jam.

Take in the fragrance of our **Lavender Lemonade**, made with classic lemonade and a hint of lavender!

Cool off with our refreshing **Orange Arnold Palmer**, a blend of iced tea, lemonade, and a splash of orange!

Make it extra special by adding passion fruit syrup to your Lavender Lemonade or Orange Arnold Palmer for just 55 cents!



Earth Day San Jose 2014

Join the Environmental Resource Center, Associated Students and Spartan Shops on Tuesday, April 22, in a celebration of our beautiful planet and campus. Enjoy the informative vendor fair and workshops, dine on environmentally friendly food, play at our sustainable carnival, visit the petting zoo, and watch the annual A.S. Trashion Fashion Show.

Visit [Earth Day San Jose](#) for a schedule of events.



Spartan Shops Mug Shots

When you use your own mug on campus, you save 50 cents on your purchase at any of our eateries!

Are you guilty for loving the environment and saving money? Show us! Instagram a photo of you and your reusable mug on campus at [#SustainableSpartan](#).

Look for our collection of *mug shots* posted in and around our eateries soon!



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University Police Department

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Run Hide Defend

On May 30, 2014, UPD, in conjunction with San Jose Police, San Jose Fire Department and the Santa Clara County Sheriff's Department will conduct a full scale exercise at the Martin Luther King Jr. Library. The exercise will simulate an active shooter in the building and will involve a majority of the staff in the library. The exercise is expected to last approximately four hours.

Anyone interested in the RUN HIDE DEFEND training (Active Shooter) UPD offers is encouraged to contact Sgt. [Jenny Gaxiola](#) at (408) 924-2215 to schedule the training.

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University Police Department



Special Olympics Torch Run

UPD has begun raising funds for the Special Olympics Torch Run of Northern California. We plan to host a Tip a Cop event and several other smaller fund raising mechanisms for this worthwhile cause. Details and a donation web page will be set up soon for easy processing of donations until June 19, 2014.

On June 19, 2014 several members of the UPD family will participate in the Torch Run here in San Jose. Please consider a small donation for a very worthwhile cause. For more information, please contact Captain [Alan Cavallo](#) at (408) 924-6551.

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