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Tree Removal Update

In the December A&F newsletter, we discussed the need to remove a number of trees on campus due to disease and tree rot. These trees, in their diseased state, created a safety issue for our campus and members of the campus community. In early January the project was completed as planned. The trees were removed and shipped to a lumber mill to ensure a sustainable approach to our urban forest management.

FD&O has been working with a landscape architecture firm to update the Campus Landscape Master Plan. The Master Plan is intended to provide guidelines for overall campus landscaping, including the replacement of trees removed. A draft of the Landscape Master Plan will be presented to the Campus Planning Board for review this Spring. Once the plan is finalized, the specific species of replacement trees will be determined.

While we do not enjoy removing trees, at times, it is unavoidable in managing our healthy urban forest. The trees that were removed will be put to good use, and we look forward to new and healthy ones that will serve our campus for decades to come.

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Benefits Reminders

Open Enrollment

All Open Enrollment changes became effective January 1, 2013. Changes are reflected on the December pay warrant (issued 1/1/13). You may also check your open enrollment changes by logging in to your MySJSU One account and navigate to your 'Benefits Summary' page. If your open enrollment changes were not processed, or if you have questions regarding your changes, please contact your Benefits Service Representative at (408) 924-2250.

Health Care Reimbursement Account Claims for 2012

The CSU adopted the 2 1/2 month grace period extension allowed by the U.S. Department of Treasury for flexible spending plans. Employees enrolled in these plans through December 31 can continue to incur claims under the extension against the previous plan year for services provided through March 15. Enrollees should verify their deduction description and contribution amount on their January 1, 2013 warrant.

Beneficiary/Designation Forms

All employees are reminded to keep their beneficiary information updated.

- [Designation of Person\(s\) Authorized to Receive Warrants](#) (PDF)
- [Employer Paid Life and AD&D Beneficiary Designation and Change Form](#) (PDF)
- [CalPERS Beneficiary Designation Form](#) (PDF)

HR 101 courses and Online Training

HR 101 Courses

The Organizational Development & Training Unit provides HR 101 courses to all university employees free of charge. These general training courses focus on practical tools and techniques that serve to enhance your skills and have a positive impact on campus-wide productivity. We encourage all employees to take advantage of the classes!

For information about the current training schedule, please visit [HR 101 Courses](#).

Online Training

Human Resources continues to offer online training courses to staff and faculty through People-OnTheGo. These courses are free of charge for employees. Register for live webinars on the following subjects:

- Time Management
- Gmail/Google Apps
- Business Writing
- Microsoft Word, Excel, PowerPoint and Access

Visit [People-OnTheGo](#) for a list of all courses and if you have any questions, please contact [Amy Ruiz](#) at 408 924-2141.

Well U - Healthworks by Kaiser Permanente

Healthworks by Kaiser Permanente is a wide-ranging wellness program sponsored jointly by SJSU and Kaiser Permanente. Healthworks strives to improve your health and let you live life to the fullest.

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Our current programs through Healthworks are the Online Total Health Assessment and the Healthy Lifestyle Programs. In addition, we have two upcoming health promotion seminars presented by Kaiser.

Supermarket Savvy

Tuesday, February 12
12:00pm-1:00pm
MLK 225/229

Introduction to Meditation

Tuesday, March 12
12:00pm-1:00pm
MLK 225/229

Check out [Upcoming Well U Events](#) for more information.

CONCERN: EAP Newsletter

Be sure to check out the [February 2013 newsletters](#) provided by CONCERN: EAP as part of the Employee Assistance Program.

Topics for this month include caring for your aging parent, weight loss tips and the value of diversity

Visit [CONCERN: EAP](#) for more information about the resources offered.

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New Head Chef - Mario DeLuca

Spartan Shops would like to welcome the newest member of our culinary team, Head Chef, Mario DeLuca. Noteworthy positions he's held include Executive Chef at Lambeau Field, and the Rock Gardens banquet facility in Wisconsin; Sous Chef at the Village Bistro & Wine Bar at Santana Row, and most recently, he was responsible for opening a newly remodeled cafe at Hewlett Packard in Palo Alto.

Chef Mario's strong commitment to delivering quality cuisine and the highest standards of customer service will compliment our existing team in the Catering department. Spartan Shops is excited about the breadth of experience Chef Mario brings to our organization and we look forward to displaying an array of new menu items and improved recipes to showcase at both our university and off-site events.

What's New?

Just Below

We're bringing in some new and healthy items including our Freshly Wild Kale Joy snacks and Onion Joy snacks. Packed with vitamins and minerals, these snacks not only taste good, but they make you feel good.



We're also bringing in some local, energy-boosting Big Sur Bars from Morro Bay. These bars are freshly baked and have no additives or artificial coloring.

We now have Alternative Baking Company Vegan Cookie from Sacramento! These local goodies are vegan and come in a variety of tasty flavors like lemon, chocolate chip, peanut butter and the monthly flavor - cranberry orange for February.

Village Market

This Spring, we are bringing in a new, healthy and organic beverage called Froovie! Froovie is full of anti-oxidant rich berries and teas, vitamin-packed veggies, and contains no processed sugar.

On Fourth Café

We are now using 100% compostable Tully's hot beverage cups.

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Also, are you a frequent coffee customer? Well, we have the perfect loyalty program for you that stays right in your phone. Download the GIVING app and when you buy 10 cups of Tully's coffee, you'll get the 11th one free!

Catering

Coming this Spring, we will introduce our new Catering Menu with new choices. Stay tuned...

Spring Hours

Check out the Spring semester hours at [Spartan Shops](#) and [Spartan Bookstore](#).

National Heart Health Month

February is National Heart Health Month, so celebrate by treating your heart right with the following Heart Healthy Food Tips:

- Look for heart labels in all of the dining units for heart healthy food options.
- Look for items that are low in fat, cholesterol, and saturated fat. Try grabbing some fresh veggies or fruits, like tomatoes at the Village Market, or apples at Just Below.
- Unsalted nuts contain healthy unsaturated fats that your body needs, and also help lower your cholesterol.
- Along with eating heart healthy foods, make sure you're getting 30 minutes of exercise at least 4 days a week. Hop on your bike and go for a ride, or take a stroll around campus with friends. It's important to keep your body active.
- Try eating fat-free or low-fat versions of milk, cheese, yogurt and other dairy products.

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OfficeMax ImPress Overview Sessions Scheduled

OfficeMax ImPress overview sessions have been scheduled for Wednesday, February 20.

Contracts & Purchasing Services invites you to attend one of our one hour sessions and learn more of what OfficeMax ImPress provides, how to efficiently utilize their website for your printing requests, and meet Bob Hostetler, the OfficeMax ImPress Representative for our campus.

If you are unable to attend, you may request access to the OfficeMax printing portal by completing the [OfficeMax Access Request Form](#).

Please enroll yourself in any of our available sessions by logging in to [MySJSU](#), and navigating to 'Self-Service'.

Finance Open Lab Schedule for February and March 2013

Several Finance Open Labs have been scheduled in February and March.

Open labs are informal sessions where qualified personnel are available to assist department users who have access to the finance systems: CFS, FTS and CFS Data Warehouse. Come to an open lab for help on a number of topics:

- Understanding procurement and finance policies and guidelines
- Entering Requisitions or Travel Authorizations/Reimbursements in FTS
- Managing PO encumbrances
- Assistance in reviewing financial activity in a CFS Data Warehouse report
- Navigating the Finance website
- Recording receipts and inspections
- Reviewing PO/requisition information in CFS
- Locating payment status of a voucher

All labs run on Fridays from 9:00 am to 11:00 am in Clark Hall 505 on the days listed below. Be sure to bring your login information with you.

- February 8
- February 22
- March 8
- March 22

Improvement in Enrollment Cancellation Process

As part Vision 2017's Helping and Caring initiative, the University Bursar's Office changed the enrollment cancellation process. To better serve our students and the enrollment process, the Bursar's Office changed the timing between when a student registers, and when their payment is due. Now, the campus practice is to allow registrations completed within five days of the next due date to defer to the following month's due date. This change allows students additional time to make a payment or to arrange financial aid.

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As a result, the change has reduced the fluctuation in enrollment numbers and significantly decreased the number of enrollment cancellations for our students. We expect this trend to continue.

Telecom Billing Change

In conjunction with IT Services establishing of baseline IT services, telephone service billings for most campus units will be changing beginning with the February 2013 bills.

February 2013 - June 2013

State-Support and Self-Support Campus Units

State- support and self-support units will be charged a static amount for telecom services. The amount will be based on actual January 2013 charges for line fees and long distance calls. For February through June, departments can expect to be billed the same amount for these services each month. Add, moves, and changes will continue to be charged through June.

Auxiliaries

Auxiliaries will not experience a change in billing methods until they are converted to a new telephone system. At that time, a simplified new rate structure that includes both telephone and network services will go into effect. Information about the new rate structure will be provided in Spring.

Beginning July 2013

State-Support Campus Units

State-support campus units will no longer be billed for telecom or network services that are identified as "baseline" services. Baseline IT services include telephone, network, email, calendar, help desk. Services that are above and beyond baseline services will result in charges to a state-support unit. However, these instances are expected to be limited. Units will not experience a budget reduction associated with these changes. The University will use new funds anticipated in 2013-14 to fund the shifted costs.

Self-Support Campus Units and Auxiliaries

Self-support campus units and auxiliaries will continue to be billed for baseline telephone service, consistent with CSU Executive Order 1000. The simplified, combined telephone/network rate structure described above will be used.

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SJSU Website Update

Web Services would like to thank the campus web content owners for their work in providing a consistent experience for sjsu.edu visitors. We have completed more than 80% of the migration from WebCMS to the OmniUpdate OU Campus content management system. This achievement has been possible with the help of the campus content owners and University Advancement's Marketing and Communications team. The remaining websites are close to relaunch in OU Campus in the weeks ahead. We expect to be able to retire WebCMS by June.

The OU Campus migration reminds us that a web content owner's work is never done. New information and changes to existing information, that is of interest to the [sjsu.edu](#) community, can be presented on the web quickly by updating existing web pages or introducing new ones. ITS Web Services is committed to providing training and support for these ongoing activities. Visit [OU Campus Training](#) to take advantage of our new training sessions:

- [OU Campus 101 - Basic Training](#)
- [OU Campus 201 - Site Navigation and Architecture](#)
- [OU Campus 202 - Special Templates, Reusable Content and Social Media Integration](#)

We are gearing up for making incremental changes to the OU Campus templates in response to your feedback. First on the list is a change to the default font size. We are also working to improve your search experience. Please stay tuned for more information.

Unified Communications

Members of the SJSU campus community should be starting to see the effects of the Next Gen Technology Project in the way we conduct our day-to-day activities. You may have experienced WebEx for meetings and interactive sessions, or Lecture Capture which is enhancing the collaboration and communication with students and instructors in some classrooms.

Another piece of the project is the delivery of enhanced telephone related services called Unified Communications (UC). This is an integration of communications services, combining messaging, telephony, video and associated services in a Voice Over IP (VOIP) platform. UC is not a single product, but rather a set of products that provides a consistent, unified user interface and experience across multiple devices. You can think of this technology as a way to integrate and optimize your current business communication processes.

SJSU has selected Cisco Systems as the Unified Communications vendor so you will see Cisco technology installed over the next several months.

Unified Communications will allow you more ways to communicate and stay in touch with features such as Jabber and Reach Me Anywhere. Jabber enables you to make and receive phone calls using your computer and Reach Me Anywhere lets you answer a call to your desk phone on your cell phone.

We will provide training via workshops and tutorials and we will continue to add training media to the ITS website for the various Unified Communications products. In the future, ITS will also publish more articles on the various features and applications that are

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available through the Next Gen Technology Project.

IT Services Improving, Rates Simplifying

Agility Through Technology is one of the goals in the San José State Strategic Plan: Vision 2017. As part of the Next Gen Project, IT Services is improving technology services and infrastructure. Baseline IT services have been established to service all departments. Please visit the [IT Service Catalog](#) for the list of baseline IT services.

Identity and Information Security Manager Named

We are pleased to announce that Mike Cook has accepted the position of Identity and Information Security Manager, effective January 28, 2013. Mike comes to us from Cal Poly, San Luis Obispo. He brings with him strong experience in information security, active directory management, application development, Microsoft SQL and Oracle database support.

Please join us in welcoming Mike to SJSU and IT Services.

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VIEVU Body Cameras



UPD recently purchased portable personal body cameras, VIEVU Wearable Video Cameras, to be worn by field personnel. You will soon see Officers wearing small cameras on the front of their uniforms.

Video documentation has become an integral and valued tool in law enforcement. Officers will significantly improve the efficiency of documentation and reduce time spent on written reports. Officers will gain increased accuracy and accountability in a wide variety of environments.

We hope to use video evidence in court proceedings to make that process more efficient and to give an accurate depiction of events. Use of personal body cameras should reduce potential civil liability and aid us in reviewing alleged officer misconduct.

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