

10-2013

Administration and Finance Division Newsletter, Oct. 2013

San Jose State University, Administration and Finance Division

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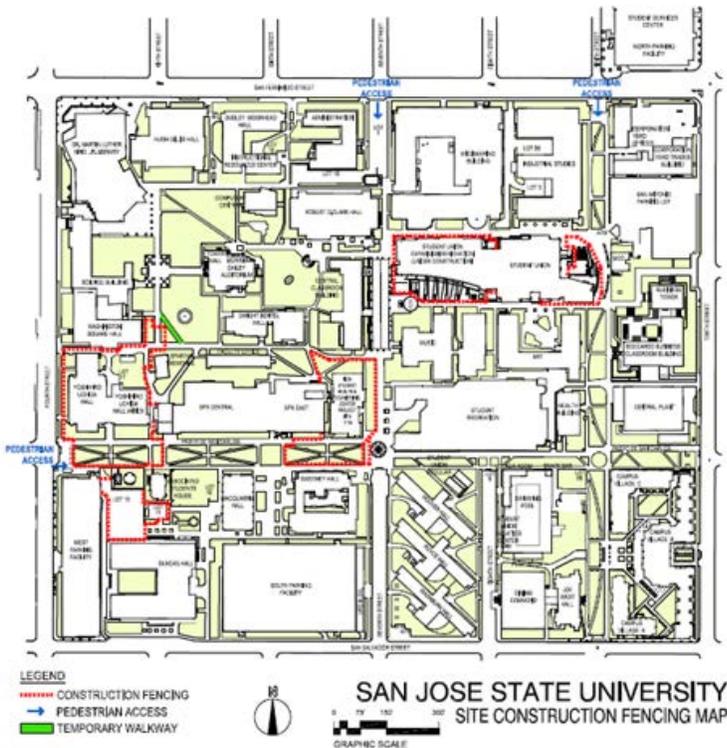
Facilities Development & Operations

Campus Safety Walk

Recently, there has been an increased concern regarding campus safety at night. In order to gain a wide range of perspectives and input, the campus organized a campus wide safety walk. The purpose was to have a broad spectrum of campus constituents walk the entire campus at night and provide feedback regarding what they felt were safety concerns. The attendees included three students from AS, three managers from FD&O, an AVP from Student Affairs, the Academic Senate chair, three college deans, and the Chief of Police.

FD&O provided a light meter to measure actual light levels and ensure the campus was up to code. The exercise was a very positive one, with a general consensus that the campus does feel safe, and that light levels and construction fencing were not a safety issue. Although the overall lighting was felt to be sufficient, the group did identify a handful of areas that would benefit from augmented lighting, which FD&O will address. The night time safety walk was a positive exercise that showed the campus was in good shape, but it also helped identify a few options to make it even better.

In August, the campus was awarded an energy project that will retrofit the campus outside lights with high efficiency lighting. The goal is to reduce energy usage by roughly 500,000 kWh, saving money from reduced energy demand while also improving outside lighting to the campus.



Reduced Access between WSQ and YUH

As the campus proceeds with the renovation project to upgrade the Yoshihiro Uchida Hall (YUH) and Spartan Complex (SPX) buildings, additional underground utility work is necessary to support the project. As such, the walkway between Washington Square Hall

(WSQ) and YUH will be blocked off over the next couple months to allow for this work to be done in a safe manner. To access 4th street, pedestrians will need to either take Paseo De San Carlos, walk through the WSQ building, or use the walkway between the Science Building and MLK Library. There will be intermittent noise throughout the project, however, it will occur for short periods of time. We apologize for the inconvenience and will try to complete this work as quickly as possible.

Tree removal – Landscape Master Plan and Utility Upgrades

You may remember that last year the campus approved an Landscape Master Plan (LMP) that we will begin implementing this year. Part of the LMP will include the removal of diseased or dying trees, and replacement with healthy and sustainable species.

In addition to the LMP work, underground utility projects, such as that at the east end of SPX, will require the removal of a number of trees that are a safety issue. To mitigate any losses, the campus has a landscape architect on contract to ensure we replace our trees in the most sustainable and appropriate manner to preserve the beauty of our campus.

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Finance Partnership with Spartan Bookstore

Last Fall, the Bursar's Office partnered with Spartan Bookstore to allow students to purchase books and supplies on campus and have the charges posted to their student account. We completed our third semester with the program, and the number of students participating has nearly doubled since the start of the program.

For Fall 2012, we had 660 participants with \$164,125 in sales. For the Fall 2013 semester we had 1210 participants with \$267,990 in sales.

We have seen a reduction in the number of short term loans that students need to request because of this program, making it much easier for them to purchase the books and supplies they need for classes.

We look forward to continuing this program as a Helping and Caring initiative.

Direct Deposit for Employee Reimbursements

Would you like to get your travel reimbursements quicker and save yourself a trip to the bank? We encourage you to sign up for the Employee Reimbursement Direct Deposit, which authorizes Accounts Payable to deposit travel and personal reimbursements directly to your checking account. Employees receiving reimbursements will be notified by email when funds are deposited to their bank account.

Signing up is easy! Simply fill out the [Employee Reimbursement Direct Deposit form](#) on the Finance website. Send the completed form along with a voided check to the Accounts Payable Office (extended zip 0042) in a sealed envelope marked confidential.

Your personal bank information is safe and secure, stored in a data center with multiple firewalls around it. Only a limited number of SJSU personnel have access to pages where confidential information is stored and that access is closely monitored.

Note: This program is not connected to Payroll.

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Classification and Compensation

As part of HR's ongoing process review we have updated two classification and compensation forms. They can be found on the HR website under [Forms & Policies/Forms by Category/Classification and Compensation](#). Please make sure to use these versions as opposed to old ones you may have saved on your computer.

[Classification or Compensation Review](#)

[Salary Stipend Request for UAPD and CSUEU Employees](#) (PDF)

46th Annual Spartan Service Celebration

The planning committee is excited to present a new, refreshed event recognizing the honorees' years of service to SJSU. The Spartan Service Celebration will be on Wednesday, October 30 from 3:00 p.m. to 5:00 p.m. in the Barrett Ballroom. This year we will have a program celebrating the honorees followed by a reception. In the spirit of helping and caring, there will be no fee for guests to attend. We are asking all attendees to RSVP on the [Spartan Service Celebration RSVP website](#).

We are planning the event around the Vision 2017 goals of Spartan Pride and Helping and Caring, focusing on our honorees and their service to San José State University. For more information, contact [Julie Inouye Wong](#).

New HR 101 Course Catalog

Check out the [HR 101 Course Catalog](#) for September through December. We are offering a variety of classes for professional and personal development. Upcoming classes include: Estate Planning, Planning Your Retirement, Finding the Right Balance in Nutrition, Introduction to the Staff Fee Waiver program, and the Campus History Tour. Visit the [HR website](#) for a full list of courses and for instructions on how to register. For more information contact [Julie Inouye Wong](#).



2013 California State Employee Charitable Campaign (CSECC)

SJSU is proud to partner with [California State Employee Charitable Campaign \(CSECC\)](#) to provide solutions to our community's most important issues. Through the CSECC, we become an integral part of solving the most critical human care needs in our community. When we unite, we become a powerful force working to make our community stronger, safer and healthier for our families and neighbors.

Please join in making our community a better place to live by making a contribution through our CSECC Campaign. Participate until October 31, 2013. If you have any questions about CSECC or completing the forms, please contact [Michaux Burchard](#) at (408) 924-2155.

New Location for Defensive Driving

The [Defensive Driving program](#) is now located in the Finance/Budget and Risk Management department. As a reminder, before driving a university vehicle, including electric carts, or a privately owned vehicle on university business more than once per month, employees are required to complete an [Application for University Vehicle Operation Authorization](#) and take a [defensive driving course](#) once every four (4) years.

Benefits Open Enrollment

The annual Benefits Open Enrollment period for SJSU employees is September 20, 2013 through October 11, 2013. All changes made during Open Enrollment will be effective January 1, 2014.

Open Enrollment is the annual opportunity to make changes to your benefit plans. During this period, you may enroll in or change a health or dental plan, add or delete dependents, enroll or cancel FlexCash and enroll in a Flexible Spending Account (HCRA/DCRA).

Please note that if you currently participate in either HCRA or DCRA and wish to continue for tax year 2014, you must re-enroll during Open Enrollment.

If you have any questions about your benefits, please don't hesitate to contact your benefits services representative at (408) 924-2250.

Update - Defense of Marriage Act (DOMA) and Taxation

The Internal Revenue Service (IRS) has released Revenue Ruling 2013-17 on some of the federal tax issues regarding same-sex spouses under the U.S. Supreme Court's decision in *U.S. v. Windsor*. The IRS ruling states, a same-sex marriage is treated as valid for federal tax purposes if the individuals are lawfully married under state law or foreign law, even if the state in which they are domiciled does not recognize the validity of same-sex marriages. As a result of these recent IRS rulings, CSU employees with a same-sex spouse enrolled in their health and/or dental plan, will no longer incur an imputed tax. The IRS ruling is effective September 16, 2013.

Also, beginning September 16, 2013, individuals may file amended tax returns and claims for refunds of overpayment of taxes provided the statute of limitations has not already expired. The statute of limitations for filing claims is generally three years from the date when the original return was filed, or two years from the date the tax was paid, whichever is later. Amended tax returns and claims for refunds may only be filed for tax years in

which the individuals have a valid same-sex marriage, based on the state law or foreign law where they were lawfully married. We recommend employees consult with their tax advisors regarding filing amended tax returns.

This IRS ruling does not apply to registered domestic partners or civil unions.

Affordable Care Act

The Affordable Care Act (ACA), or Obamacare, is a significant overhaul of the US healthcare system. Its primary objective is to decrease the number of uninsured individuals and reduce overall healthcare costs.

In California, the insurance exchange, Covered California, is available for individuals who are not eligible for health insurance through their employer and those who don't otherwise have access to health insurance. Covered California offers a menu of affordable health insurance options for individuals.

Looking ahead, ACA requires all individuals to have health insurance effective January 1, 2014. In addition, all health plans must comply with ACA guidelines that prohibit individuals to be denied coverage due to having a pre-existing health condition. Waiting periods for insurance may not exceed 90 days and employers will be required to offer affordable coverage to all employees working an average of 30 hours per week and implement specific IRS reporting requirements effective January 2015.

For more information, visit [Covered California](#).

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SJSU Wireless Network Update and Plans

With record number of students on campus this semester, we have more than doubled the number of wireless devices on campus since Fall 2012. On an average day this semester, our wireless network supports access of more than 26,000 mobile devices that generate 2,300 GigaBytes of wireless network traffic.

In an ongoing effort to keep up with increasing demand, IT Services is upgrading the campus wireless network on a building-by-building basis through the Fall and Spring. By the start of the Spring 2014 semester, we will have introduced SJSU wireless in the Housing buildings. By the end of the project, we will have tripled the number of wireless access points presently on campus.

The wireless network upgrade will introduce the best in class Cisco wireless access point shown below. These devices will include the new support for the latest wireless protocols including the 802.11A/C standard that supports 450Mbps data rates. This upgrade will enable support for HD video, live video streaming, Virtual Desktop Interface (VDI) technology, and advanced information security.

Internet Speed Increased and Wireless Coming to Housing in Spring 2014

ITS has made significant improvements to the Housing network, increasing resident's Internet speed by about 5 times. Rooms that were previously limited to Internet speeds of 2MB have been upgraded to 10MB speeds. Several upgrades took place including installation of Cisco state-of-the art firewalls utilizing 20GB Internet connection. The firewalls also provide premier security protection to the residents with adaptive security capabilities.

ITS continues to make improvements to the Housing IT services for residents. There is a project underway to upgrade some of the residence halls with new Cisco network equipment, which can allow speeds up to 1GB connections to each room.

Campus wireless is planned for rooms and hallways for the Spring 2014 semester. Cisco Wireless Access Points will be mounted throughout the residence halls. We are currently installing the necessary wiring to connect all the wireless access points and looking forward to turning on the SJSU WiFi in the residence halls soon.

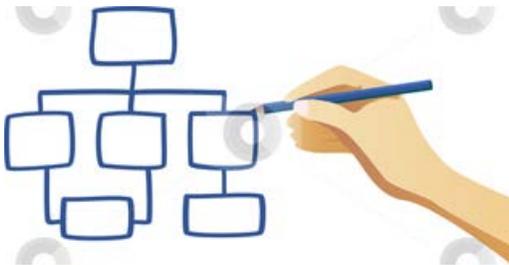


Remote Network Improvements

To better serve the faculty, staff and students at SJSU off-campus locations, IT Services made improvements to a couple of remote networks.

The Lucas Graduate School of Business holds classes at a leased facility at 2933 Bunker Hill Lane in Santa Clara. This location is connected to the SJSU campus network with a 20Mbps circuit. The connection is now enhanced to enable collaboration applications, supports Cisco wireless, and Unified Communications voice services deployed there.

The leased facility at 210 North 4th Street has housed faculty and staff from the Research Foundation and International & Extended Studies (IES) for several years. The network connection speed to campus was tripled from 6Mbps to 20Mbps. This network performance boost enables more responsive application access, quicker data uploads/downloads, and enables use of collaboration applications.



New Directors in IT Services

IT Services has new directors managing the following services:

Greg Porter

Greg is responsible for directing and leading our Computing Services team. This includes managing campus and vendor resources to provide the following campus services: virtual and physical compute systems, storage systems, and data center operations at both our SJSU & Delta College Data Centers.

Shai Silberman

Shai is responsible for directing and leading our Network Services team. This includes managing campus and vendor resources to provide the following campus services: physical cable plant, wired and wireless network, and network devices and both our SJSU & Delta College Data Centers.

Mitesh Kini

Mitesh is responsible for directing and leading our Administrative Programming team. This includes managing campus and vendor resources to provide the following campus services: CMS/PeopleSoft Programming Support, Financial Transaction System Programming Support, Web application solutions, and system interface support.

Mike Cook

Mike is responsible for directing and leading our Identity, Security and Desktop Services team and serves as our Information Security Officer. This includes managing campus and vendor resources to provide the following campus services: Active Directory, antivirus, vulnerability management, encryption services, the campus workstation refresh program,

and assisting the University in its compliance with information security laws and policies.

Check out the current [ITS organization chart](#).

National Cybersecurity Awareness Month 10th Anniversary

October is the 10th anniversary of National Cyber Security Awareness Month and is an opportunity to engage SJSU's students, faculty, staff and friends in helping us to maintain a safe, secure, and resilient computing environment.

In today's world, everyone is responsible for Cybersecurity. New threats are appearing every day and our lives are growing more interconnected. Cybersecurity is now important no matter where you are or what device you are using. IT Services wants to remind you about several things you can do to help stay safe and secure.

- Get Antivirus Protection – Protecting your devices for viruses is a full time job. Antivirus isn't just for Windows PC's anymore, viruses exist for all makes and models! [SJSU Antivirus](#) provides links and information about all the latest virus trends. Better yet, it is the place where you can download Sophos Endpoint Protection for your Windows, Mac, and Linux machines for FREE!
- Look for the Lock – In today's world "spoofing" or making a malicious web page appear to be the real deal is all too commonplace. The Lock icon in your web browser's address bar means that the site you are visiting is who they say they are. NEVER put a username or password into a web page that does not have the lock.
- Think Before you Click – If you're asked for your personal information, your name, your address, or your password, take a careful look before proceeding. Are words misspelled? Is the url in the address bar slightly off (i.e. gmail.com vs. gmal.com)? Is the lock missing from your address bar? Chances are you are on a malicious site!
- Keep your Passwords Safe – Don't write down your passwords. Don't use the same password for all systems. Change your passwords regularly. Use long passwords. Don't use passwords that can be figured out by looking at your Facebook. Use a Password Vault application, there dozens of secure products available today.
- Back up your important files – No system is completely secure. It is important to have your files backed up and stored in a safe place, just in case.

iSupport - New Version Available

iSupport is the way SJSU's students, staff and faculty can get in touch with IT Services, stay informed about computing problems, and get their troubles resolved. Supporting over 25 IT departments and over 65,000 users, SJSU's iSupport system is used daily by over 100 Information Technology professionals.

iSupport's latest version allows IT Services a more robust set of tools to route your tickets faster, manage the computers you use every day, share knowledge among technical staff, and make your computing environment better, faster, and smarter. iSupport can now be accessed from mobile devices, tablets, desktops, and social media sites. Anywhere you need help, iSupport is there.

For more information, or to open a ticket visit [iSupport](#).

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National Vegetarian Month

October is National Vegetarian Month! Increasing your intake of vegetables is beneficial for your health and great for our environment. Look for the leaf symbol on our menus in all of our eateries to try something vegetarian. Not only is the produce fresh, but Spartan Shops only sources local and seasonal vegetables!

This month's featured eatery is Grounded Café! Located in the Boccardo Business Courtyard. It's the only eatery on campus with a menu entirely made up of organic, vegetarian, and vegan items. Check out [Grounded!](#)



Here are some of our veggie favorites from our other eateries:

SU Food Court - Blue Cheese and Walnut Salad

Chopped Romaine, Red Bell Peppers, Crumbled Blue Cheese, Roasted Walnuts, Red Grapes, and Organic Balsamic Vinaigrette

Just Below - Grilled Veggie Sandwich

Roasted Zucchini, Asparagus, Peppers, Mayo, Spinach, Smoked Mozzarella and then Grilled

On Fourth Café - Savage Garden Toasted Sandwich

Spinach, Roasted Red Peppers, Pesto, Mayo, Provolone Cheese, Tomatoes, and Red Onions

Village Market - Virgin America Pizza

Tomatoes, Olives, Bell Pepper, Mushrooms, and Red Onion



Celebrate with Spartan Catering!

The holidays are already right around the corner so start planning now for your special event with Spartan Catering. We have a wonderful fall seasonal menu as well as custom creations by our team of talented chefs. There's nothing like Pumpkin Walnut Coffee Cake, Butternut Squash Soup, or Fig Bruschetta with Creamy Gorgonzola, Caramelized Shallots and Rosemary Honey to help you get ready for the holiday season!

Spartan Catering can also assist you with specialty rentals, flowers and other decor to make your event one of a kind. Call our sales office today to start planning (408) 924-1752. Check out our [Fall seasonal menu](#).



Spartan Pride

October is Homecoming month so show off your Spartan Pride by wearing your SJSU gear every Thursday on [Spartan Pride Thursday](#)! Encourage your department to take part in the great spirit of Spartan Pride.

Don't forget to support our Spartan Football team (vs. Wyoming) at the Homecoming game on Saturday, October 26th at 4pm. Spartan Shops is proud to be a Spartan and can't wait to cheer on our amazing team!

And don't miss out on all the Spartan fun during [Homecoming Week](#).

GO SPARTANS!



Great Deals with Spartan Bookstore

Spartan Bookstore will be having some great sales this month! Be sure to check out the [Spartan Bookstore on Facebook](#) for more details. In addition to these great deals, every Thursday, Spartan Bookstore will be offering a 20% discount for school spirit clothing items. Be sure to stop by and get your Spartan gear!

PLUS

On October 3rd the Spartan Bookstore will be celebrating National Student's Day by making all of our Apple computers and full size iPads tax free! This promotion is one day only, and is open to students, faculty and staff. For details, call (408) 924-1808.

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The Great California ShakeOut

On October 17, 2013, millions of Californians will “Drop, Cover, and Hold On” in [The Great California Shake Out](#), the largest earthquake drill ever!

San Jose State will participate that morning at 10:17 a.m. The University Police Department will send out a test Alert SJSU message at 10:17 a.m., advising the SJSU community about the Great California ShakeOut. If you have questions, please contact [Yvette Phillips](#) at (408) 924-2242.

While some areas of California are more likely to have earthquakes than others, *all* of California is at higher risk compared to the rest of the country.

Campus resiliency to earthquakes depends on the preparedness levels of all faculty, students and staff on campus. It is important to understand what to do when the earth starts shaking! Don't run, don't panic, DROP! COVER! HOLD ON! Why is a “Drop, Cover, and Hold On” important? As with many things, acting quickly can prevent serious injury or death. Visit [Earthquake Country Alliance](#) for more preparedness information.

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