Facilities Development & Operations:

Major Changes Taking Place:
Fee For Service Program

During the strategic planning process, the campus community voiced strong concerns about procedural obstacles. FD&O is pleased to announce a major change related to the Cost Recovery program. Effective January 1st, 2012, FD&O's Cost Recovery program will be revised and renamed the Fee for Service Program.

More importantly, under the revised program, FD&O will support all general funded buildings and vehicles on campus without charge. FD&O will complete specific tasks based upon a frequency schedule, respond to service requests, and periodically inspect and correct deficiencies. A fee for service will be charged to self-supporting operations and Auxiliary organizations.

A more detailed description of the Fee for Service program can be viewed on FD&O's website under http://www.sjsu.edu/fdo/admin/bis/bas/service

Visit Facilities Development and Operations website:
http://www.sjsu.edu/fdo/
Human Resources:

New! California State University (CSU) Tax Sheltered Annuity (TSA) Program

CSU TSA Program Overview

Saving what you need for retirement can be a challenge, and participating in a voluntary supplemental retirement plan is a great way to start. The first step toward saving for your retirement is to consider enrolling in the CSU TSA Program. Setting aside a portion of your salary now will help you secure your retirement for the future.

The CSU TSA Program is a 403(b) plan that allows you to save money on your taxes today so you can invest in your tomorrow. When you enroll in the TSA Program, you decide not only how much you want to contribute, but to which fund sponsor(s) you want to direct your contributions and how you want your fund sponsor(s) to invest your contributions. In these ways, the TSA Program puts the power of savings in your hands.

TSA enrollments and deferral changes are designated by employees via Retirement Manager at https://www.myretirementmanager.com. All salary reduction changes (stop, start, increase and/or decrease) are managed by the employee in Retirement Manager.

2012 Annual Contribution Limits

Effective Jan 1st, there are new contribution limits for retirement plans. For the 2012 tax year, you can contribute up to $17,000 to a 403(b) or 401(k) plans and to a 457-retirement plan. If you select The CSU TSA Program 403(b) you need to be aware of the following: Participants can elect to contribute up to $17,000 to a 403(b) plan AND up to $17,000 to a 457 plan, for a total contribution of up to $34,000.

Participants may contribute to both a 403(b) and 401(k) plan; however, combined contributions across both plans cannot exceed $17,000. For example, a participant may contribute $8,500 in each plan, or any numeric combination that is equal to or less than $17,000.

For more information regarding the TSA Program, maximum contribution amounts or “catch-up” allowances that permit employees with 15 or more years of service, or who will turn age 50 during the 2012 tax year, to increase their deferred contributions over the maximum limit, etc. visit Systemwide Benefits Portal at http://www.calstate.edu/hr/benefitsportal or call (408) 924-2250 and ask to speak with your Benefits Service Representative.

Additional information including employee enrollment in a Savings Plus 401(K) or 457 plan can be found at Savings Plus at http://www.sppforu.com/.

NOTE: Savings Plus plans are administered by the Department of Personnel Administration (http://www.dpa.ca.gov).

For further details visit Human Resources website:

http://www.sjsu.edu/hr/
Finance:

Revised Trust Fund Guidelines

The Trust Fund Charges and Interest webpage has been incorporated into a new, more expansive set of Trust Fund Guidelines. You can access the Trust Fund Guidelines at: http://www.sjsu.edu/finance/campus_resources/trust_fund_guidelines/index.htm. The Trust Funds Guidelines include the following topics:

- Overview
- Establishing a New Trust Fund
- Trust Fund Administration
- Allocation of Expense and Interest to Trust Funds
- Maintenance & Repair and Construction Trust Funds

If you manage or administer Trust Funds, please take a moment to review the Allocation and Expense of Interest to Trust Funds - http://www.sjsu.edu/finance/campus_resources/trust_fund_guidelines/allocation_exp_interest/ section of the guidelines. Contact the budget analyst assigned to your division/unit with any questions. You can view analyst assignments at the University Budget Office Website http://www.sjsu.edu/budget/about/team/.

Trust Fund Renewals are required every 3 years.


The new Trust Fund Agreement form is available electronically here: http://www.sjsu.edu/finance/docs/trust_fund_request.pdf. Please note that this form should now be sent to the University Budget Office.

For more details please visit Finance and Administrative Technology website:

http://www.sjsu.edu/finance/
Spartan Shops – Spartan Bookstore:

New Textbook Adoption Process:
Spartan Bookstore now has a quick and easy way for faculty members to submit their textbook adoptions. All textbook adoptions can be submitted electronically to the Spartan Bookstore either via the Spartan Bookstore website www.spartanbookstore.com or by using our Book Adoption Form. You can email Ryland Metzinger at SM8011@bncollege.com or Kevin Ariente at TM8011@bncollege.com to request the form.

By submitting book adoptions through our website, faculty are able to view previously adopted textbooks.

We now also have the Nook Tablet with web browsing capabilities!

- The Nook Tablet is a 7" touch screen e-reading/web browsing device where people can download over 2.5 million books
- The Nook Tablets are $249, plus SJSU staff and faculty receive an additional 10% discount
- The Nook Color is now $199, plus staff and faculty can get an additional 10% discount
- We have a Demo Station for both the Nook Color and the Nook Tablet

All SJSU staff and faculty get a 10% discount off of all clothing, school spirit gift items, trade books and school supplies!

Spartan Bookstore has new SJSU clothing – new sweatshirts, t-shirts and polos.

For more information please visit Spartan Shops website:
http://www.spartanshops.com/
University Police Department:

New! Campus wide Radio System

The Administration and Finance Division purchased a Motorola Mototrbo - two-way digital radio system to replace all two-way radios across the division.

The radio system will allow each department to communicate among themselves or between departments. A campus wide channel is being developed that all departments will have access to allowing interdepartmental communication. Additionally, the emergency preparedness channel will be available to all users so they can contact UPD at any time with an emergency.

UPD plans to deploy the new system by the end of January – beginning of February.

This FCC licensed radio system is entirely owned by the University so there will no longer be monthly Nextel fees allowing the system to pay for itself in approximately two years.

SJSU Police Department website:

http://www.sjsu.edu/police/