Spartan Shops:

Feeding Groups on Campus

Looking to bring groups onto campus for visits or events? We’d love to help! Please contact Spartan Shops so we can better prepare our eateries for large groups expecting to dine on campus. Planning ahead will help us have better staffing, prepare additional grab and go items that certain groups might be interested in, extend our hours, and provide extra menu items that will help improve the overall dining experience. Spartan Shops is here to help you enhance your groups’ experience on campus.

For Just Below, On Fourth Café and the Village Market, please contact Jennifer Goodale: Jennifer.Goodale@sjsu.edu

For the Student Union Food Court and Grounded – the Organic & Vegetarian Cafe, please contact Jason Hood: Jason.Hood@sjsu.edu

For the Dining Commons, please contact Ryan Ptucha: Ryan.Ptucha@sjsu.edu

Meatless Mondays in March

Spartan Shops will be supporting NEAT’s (Nutrition Education Action Team) Meatless Mondays in March program by featuring vegetarian and vegan items in all our Dining units. Look for our “vegetarian” and “vegan” symbols at the Student Union Food Court, Village Market, Just Below, On Fourth Café, Grounded Café and the Dining Commons during the month of March so you can support this healthy choice! Going meatless is not only good for your health but also good for the environment. To learn more visit http://www.meatlessmonday.com/why-meatless/

Spartan Bookstore Faculty & Staff Facebook Contest!

Spartan Bookstore’s Facebook page is a great way to stay updated on current promotions, textbook information, new products and provide customer feedback! Here’s your chance to win a FREE (2.2 Ghz) 15” MacBook Pro!

“Like” the Spartan Bookstore’s Facebook page and then send an email to ryan.chiangi@sjsu.edu with “Enter Me” in the subject line for your chance to be our one lucky winner!

https://www.facebook.com/SpartanBookstore

The winner will be announced in the April Newsletter.

Spartan Shops website:

http://www.spartanshops.com/
Information Technology Services:

**A major upgrade to MySJSU**

The PeopleSoft HSJPRD database will be upgraded to version HCM 9.0 in March. Between 5 pm on March 1st and the morning of March 6th, HSJPRD will be unavailable to the majority of users. The detailed upgrade timeline is below for your planning. Please take this outage into account when planning your month-end/month-begin processes. It is recommended that you don't start a multi-step process in the current environment if you won't be able to finish it before the system is brought down for the upgrade at 5 pm on March 1st. This may mean a delay in completing one or more of your processes and you may wish to notify your users if you anticipate concern on their part.

Thursday, March 1st at 5 pm HSJPRD will be brought down to begin the upgrade Sunday, March 4th (time TBD). HSJPRD will be made available to a few central HR and SA users to configuration and validate data. This activity will continue into Monday, March 5th and Tuesday, March 6th (time TBD). HSJPRD will be available to campus users.

Additional information can be found at MySJSU:  
http://my.sjsu.edu

**Network Upgrades and Enhancements**

ITS will be working on a couple network upgrade projects in the next several months. The first is in partnership with the Chancellor’s Office to complete the last phase of ITRP 2, now known as “Common Network Infrastructure” (CNI), to provide access layer switch replacement for Clark Hall and the UPD building. The project will also add one ten gigabit (future use) capable switch to designated data closets across campus to all general fund buildings. This feature will allow ITS to connect these switches back to the core at ten gigabits (future use) to add bandwidth capacity when required.

The implementation portion of the project is scheduled to start at the beginning of March and end by mid April. A schedule has been created for the implementation phase and will be posted on our site. Please visit our site for the latest information on the implementation schedule:

http://uts.sjsu.edu/networking/

The second project ITS is kicking off will provide enhancements to the University wireless network. Over the next several months ITS will be adding additional wireless coverage and capacity across campus. ITS has recently worked with the Chancellor’s Office to implement a much needed wireless management tool to help better manage the University wireless network, improve service and reduce downtime. The tool will also help provide long term trend reporting for capacity planning.
Facilities Development & Operations:

Announcing the Spartan Complex Seismic Upgrade

The Spartan Complex Seismic Upgrade is the first modernization of four buildings located in San Carlos between 4th and 7th street. The complex is comprised of: Yoshihiro Uchida Hall, Uchida Annex, SPX Central and SPX East. The project will address: seismic structural upgrades; life safety upgrades; ADA compliance modernization; HVAC modernization; interior renovation of program areas; and renovated lobbies. New to the complex will be a 155 seat Lecture Auditorium and a 2 story office area. The construction is scheduled to start in February, 2013 and complete in March, 2015. The CSU Board of Trustees approved the Schematic Design in January, 2012, and the design team is currently working on the Preliminary Phase of the design. The project is funded through the State Lease-Revenue Bond Program.

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

A Conceptual Rendering Design:

University Police Department:

Rape Aggression and Defense (R.A.D.) Systems Training

R.A.D. Systems is a comprehensive Course for women-only that begins with Awareness, Prevention, Risk Reduction and Risk Avoidance and progresses to Basic, Hands-On Defense training.

• Full Contact Training
• Enhanced Self-Defense Options
• For Women Only

Sign up now for the next class, MARCH 31 – APRIL 1, 2012!

The University Police Department is offering one more Rape Aggression Defense (RAD) class during the Spring, 2012 semester. Registration is open now for MARCH 31 – APRIL 1, 2012 class. You may register in the Lobby Service area of the University Police Building (located at 7th & San Salvador).

Cost:
RAD training for SJSU students is free.
$10 Faculty & Staff
$15 All Others

For more information please contact:
Manuel Aguayo at 924-2168 or Claire Kotowski at 924-2174 or http://www.sjsu.edu/police/contact.

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

SJSU Police Department website:
http://www.sjsu.edu/police/
Human Resources:

Payroll

Cesar Chavez Holiday and March 2012 Pay Day:
March Master Pay Day disbursement is scheduled for Monday, April 2nd, 2012. Paychecks will be disbursed in Human Resources, UPD Building, Third Floor, between 9:00 am and 11:00 am. Checks will be released to designated individuals whose names are on file with Human Resources.

NOTE: SJSU campus will be closed on Friday, March 30th in observance of Cesar Chavez Day. However, there will be limited disbursement for employees that do not use direct deposit. They have an option to pick up their checks on March 30th between 2:00 pm and 4:00 pm.

HR101 Classes:
Did you know that every month, Employee Performance & Development provides HR101 training programs to all university employees? These general training series focus on practical tools and techniques that serve to enhance your skills, and can have a positive impact on campus-wide systems. We encourage you to take advantage of these classes. There is still time to register for March 2012 classes!

For course catalog visit:
http://www.sjsu.edu/hr/docs/odt/info/course_catalog_jan-mar_12.pdf

To register, log on to MySJSU: http://my.sjsu.edu/

HR Website:
Human Resources is re-designing its website! We will be reaching out to our customers and hosting a “sneak peek” in mid-March. Our customers will have the opportunity to explore our website in an open lab format and provide suggestions on how the site could be more user friendly. The redesign will reflect HR's pride for SJSU and its vibrant atmosphere and enriching experience. Customers who attend will have a chance to win a $25 gold points gift card. If you would like to be on the email list for the upcoming sneak peek, please email sheila.uganiza@sjsu.edu. Details will be emailed one week prior to the sneak peek.

Spartapalooza:
Come to the Spartapalooza Wellness Festival on Thursday, March 15th, 10:00 am - 2:00 pm in the Barrett Ballroom. There will be interactive booths, food, campus and community resources, prizes, and tons of giveaways. Well U, the HR Wellness Program will be there to highlight programs and resources for staff and faculty. Spartapalooza is open to all SJSU faculty, staff and students. For more information visit Wellness Events page: http://www.sjsu.edu/wellness/events/

Spartan Wellness Challenge:
The Spartan Wellness Challenge will kick-off March 5th and run through April 15th. Participants will challenge themselves to adopt healthy lifestyle choices. Special programming, such as nutrition lectures, chair yoga and stress management lectures, will be offered to support the Challenge. Visit the Spartan Wellness Challenge website for more information: http://as.sjsu.edu/ascr/index.jsp?val=spartanwellness

For further details visit Human Resources website:
http://www.sjsu.edu/hr/
March 2012 E-newsletter

Finance:

Campus Copier Program Rate Changes

Effective March 1st, 2012, the rate for black & white copier overages is reducing from 1.7¢ to 1¢. Overages are assessed for copies in excess of 20,000 per quarter. For detailed information about the Campus Copier Program, please visit http://www.sjsu.edu/pass/purchasing/ccp/.

Hospitality Guidelines

In accordance with the Integrated California State University Administrative Manual, policy number 1301.00 (http://www.calstate.edu/icsuam/sections/1000/1301.00.shtml), the campus Hospitality Guidelines (www.sjsu.edu/finance/campus_resources/campus_guidelines/) have recently been updated. Available on the Finance website, under Campus Finance Resources (http://www.sjsu.edu/finance/campus_resources/), the updated guidelines define hospitality as it pertains to the university, outlines allowable and prohibited hospitality expenses, and identifies appropriate funding sources for the payment of hospitality expenses. For any questions related to the campus Hospitality Guidelines, please contact the FinanceConnect hotline at 924-1558 or email: financeconnect@sjsu.edu.

Spring 2012 - Finance “What's Up?” Presentation

With the positive feedback from our “What's Up?” Fall 2011 Kickoff Presentation, we will be hosting a “What's Up?” Presentation twice a year: once in Fall and once in Spring. The Finance “What's Up?” Presentation for Spring 2012 is being planned for early April. Agenda items include:

- Updates on Fall 2011 initiatives, including the FTS Travel enhancement project and CFS Data Warehouse
- Presentation of newly created department resources and training opportunities
- Guidance for year-end preparation and budget success

A “save the date” announcement will be sent to the FinanceConnect listserv (http://lists.sjsu.edu/mailman/listinfo/financeconnect) once the presentation date is scheduled. We hope to see you there!

For more details please visit Finance website:

http://www.sjsu.edu/finance/