WHAT’S NEW IN…

Spartan Shops:

Discounts

Effective immediately, all SJSU employees will be able to get 10% off on all purchases of clothing, school spirit gift and supply items in the Spartan Bookstore. Present your Tower ID card to the cashiers to get this discount.

SJSU faculty and staff are eligible for discounts on purchases at the Barnes & Noble bookstore on Stevens Creek Blvd. Discount cards are available to SJSU faculty and staff in the Spartan Bookstore. SJSU employees will need to present their Tower ID card to get the discount card for 10% off of most purchases with some exclusions.

New Café

Say “Hello” to your friendly neighborhood café! Grounded has just opened in the Boccardo Business Center Quad. Grounded has replaced the area once occupied by the old Jazzland Café with a new organic, vegetarian and sustainable café and eatery. This little “green” café offers organic, fair-trade coffee and teas alongside healthy, fresh organic and vegetarian food. Grounded aims to offer affordable delicious dishes to San José State students and employees; dishes that are both healthy and sustainable with organic and local products prepared fresh everyday and served by the friendly and colorful student staff.

Some favorites include the Texas Caviar over Blue Corn Tortilla Chips, the once quoted “breathtaking” Falafels, and Egg Salad pitas. Candied almonds and the refreshing Watermelon and Feta Salad have become quintessential snack quenchers.

The goal of the café is to not only serve great food, but to inspire the college community to make sustainable lifestyle choices. Grounded is committed to maximizing our customers’ personal health and vitality while minimizing the negative impacts on people and the environment.

Come by for a visit Monday through Thursday anytime from 7 am to 8 pm or on Fridays make a stop as you stroll between 7 am and 1 pm.

For more please visit Spartan Shops website:

http://www.spartanshops.com/
Finance & Administrative Technology:

New Customer Service Unit

In an effort to better serve the needs of campus departments, we have created a new Customer Service Unit. This unit will be responsible for:

- Creating documentation and training for campus users, focusing on Service Group policies, procedures and core services.
- Coordinating Service Group Communications.
- Developing and maintaining Service Group websites, forms, and guides.
- Developing a Customer Service dashboard, to report Service Group statistics and manage goals and objectives.

Travel Guide Update

Changes have been made to the level of authorization required for travel. Effective October 1st, approval requirements are as follows:

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<thead>
<tr>
<th>Approval Type</th>
<th>Travel Type</th>
<th>Level of Approval</th>
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<tbody>
<tr>
<td>Approving Official</td>
<td>Domestic In-State</td>
<td>Approving Official and Assistant/Associate VP (except Academic Affairs, where Deans are the highest level required)</td>
</tr>
<tr>
<td></td>
<td>Domestic Out-of-State</td>
<td>Approving Official, and VP (except Academic Affairs, where Deans are the highest level required)</td>
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<td>International</td>
<td>Approving Official, VP, and President (for Academic Affairs: Approving Official, Dean, Provost, and President or his/her designee)</td>
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<tr>
<td>Travel Reimbursement</td>
<td>Domestic and International</td>
<td>Approving Official</td>
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For further details, please see the updated Travel Guide: [http://www.sjsu.edu/pass/ap/travel/travel_guide/index.htm](http://www.sjsu.edu/pass/ap/travel/travel_guide/index.htm)

University GoCard Program

After a successful pilot program during the summer, we are happy to announce that the University GoCard program is now ready for campus-wide implementation. The GoCard is available to all campus employees responsible for making travel arrangements. For details about the program and information on applying for a GoCard, please visit [http://www.sjsu.edu/pass/ap/go_card](http://www.sjsu.edu/pass/ap/go_card)

Financial Data Warehouse

Replacing our Cognos Reporting system, the Financial Data Warehouse will be rolled out to the campus throughout this fiscal year (FY11/12). Training sessions are being offered in the months of October and November. Please visit [http://my.sjsu.edu](http://my.sjsu.edu) for training dates and details.

For more details please visit Finance and Administrative Technology website: [http://www.sjsu.edu/finance/](http://www.sjsu.edu/finance/)
Human Resources:

**Poker Walk and Pedometer Challenge**

Walk around SJSU campus and collect playing cards along the way. The best “hands” win prizes. Join us on October 26th from 11:45 am - 1:30 pm in front of the Event Center.

The SJSU Poker Walk will kick off the national Walk Across America pedometer challenge on our campus. Participants will form teams on October 18th from 12:00 noon – 1:00 pm in ENG 285/287.

**Charitable Campaign**

Demonstrate your generosity through the Annual CSU Charitable Campaign. The campaign will run for the month of October.

**New Employee Welcome**

If you are a new SJSU employee, we invite you to this session to learn more about the university and campus life. Join us on Oct 7th 9:00am-4:00pm, Clark Hall 547.

**Open Enrollment**

Open Enrollment is from October 10th - November 4th. During Open Enrollment you may enroll, change health plans, or add eligible family members not currently enrolled.

**Employee Services Fair**

Come and learn more about services offered to employees on Oct 20th from 10:00 am – 2:00 pm in Barrett Ballroom.

For further details visit [Human Resources website](http://www.sjsu.edu/hr/).
University Police Department:

2010-2011 Annual Security and Fire Safety Report

The UPD Annual Security and Fire Safety Report is now available on our website. It is full of valuable information for students, staff and faculty.


Emergency Drills

Campus-wide Emergency Evacuation drills are scheduled for Monday, October 10th at 11:20 am.

Evacuation Procedures:

• Evacuate immediately when the fire alarm sounds, or whenever instructed to leave by emergency personnel. Never assume it is a false alarm.

• Use the nearest safe exit. Use only the stairs, not the elevator.

• Provide reasonable assistance to disabled persons. Stage mobility impaired individuals who require evacuation in a stairwell and then immediately notify Building Emergency Team members and the University Police where they are located.

• Keep moving out of the building until you are at least 150 feet clear of the structure. Report to your evacuation assembly area.

• Do not re-enter a building until you are told it is safe to do so. The University Police, Senior Building Coordinator, or Building Emergency Team will indicate when the building is reopened.

http://www.sjsu.edu/police/docs/ept/ept_procedures_flyer.pdf

SJSU Police Department website:

http://www.sjsu.edu/police/
Facilities Development & Operations:

**Recycled Water Use at SJSU**

Facilities Development & Operations, on behalf of SJSU, is on the verge of completing its biggest recycled water project to date. The main campus landscape irrigation loop has been prepared to be connected to the South Bay Water Recycling main. The University partnered with the City of San José and obtained funding through the American Recovery and Reinvestment Act. In total, annual irrigation potable water savings are projected to be 40 million gallons, resulting in $200,000 of avoided utility costs.

Public Relations is working on a ceremony to be held in mid October. President Mohammad Qayoumi, city officials and the SJSU campus community will be present to celebrate the turning of the valve.

Detailed information about this event will be communicated to the campus community by e-mail from Public Relations.

Visit [Facilities Development and Operations website](http://www.sjsu.edu/fdo/).