Upcoming Dates/Events to Note

- There will be a planned network outage August 1, starting at 4:45 p.m. While a new core route is installed, Internet access will be unavailable on both the wired and wireless network. Projected service restoration - no later than 7:00 p.m.

- PEEHIP Wellness Screening will be August 3, 2016 from 8:30 am – 2:00 pm in Wallace Hall, Room 211.

- New User training for Banner Finance will be August 4 from 2:00pm until 4:00pm in 309 Bibb Graves Hall.

- August 9th, Banner Finance Workshop - "Preparing for Fiscal Year End Closeout - FY16" will be in 355 Ayers Hall from 2:30pm – 3:30pm. Budget Managers and their assistants should make every effort to attend and learn about the new schools, orgs, and impacts on the FY 2017 budgets. Contact Jennifer Evans at ext. 5002 or jenevans@jsu.edu to attend either Banner training session.

- Join the University Police Department for emergency response training on Wednesday, August 10th, from 9:00 am to 12:00pm or 1:00pm-4:00pm in the Wallace Hall auditorium. Learn what to do in the event of severe weather, a fire, or an active threat on campus. All faculty, staff and students are encouraged to attend to learn valuable, life-saving tips and how to better respond to an emergency. Questions? Contact Melonie Carmichael at mcarmich@jsu.edu.

Committee Updates

The Business Continuity Plan (BCP) committee has completed the Business Impact Analysis (BIA) process for all essential business functions and units at JSU. Altogether, there were 41 BIAs submitted. Committee Chair Dr. Jeff Ryan, completed a first draft of the BCP with its summary findings and recommendations for enhancing University resiliency. This review will be completed by the end of July, and a final draft of the plan will be presented before the middle of August. Ultimately, we are striving to test the BCP with a functional exercise that will present a disaster scenario to administrators and staff in the fall semester, and be used to improve the plan. The BCP is a “living document” that will be reviewed and updated annually.

Dr. Guillermo Francia, Chair of the Cyber Security Task Force reports that the three primary documents on incident response, security awareness, and risk mitigation continue to evolve. As anticipated, the creation of these documents has slowed considerably in June and July due to several task force members being on nine-month appointments. A cyber security incident response checklist, developed by Mr. Thomas Drew White, is currently under review and will be finalized in early August. Additional checklists and templates on HIPAA, FERPA, and PCI-DSSS are currently under development.

Information Technology

- Systems Specialist Shaun Stancil was selected July's Employee of the Month. Congratulations!

- A new Avaya telephone system is on the way! The telephone center will run both the new and old systems concurrently while all users are gradually migrated to the new system. Training on the new system will be provided to all users before they are migrated.

Housing

- There’s still time to volunteer to assist students moving onto campus for the Fall semester. JSU faculty, staff, students and friends in the community can click and sign up for the August 20th move in day. You will receive free lunch, T-shirt, and a chance to win prizes including JSU football tickets and apparel.
Research and Planning

- Schedule your PRISM workshop now to bring your data into compliance according to SASCOC guidelines. Due to the recent reorganization of some units, the Office of Institutional Effectiveness is extending the PRISM workshop time frame to the end of this calendar year for all academic and administrative divisions. Kimberly Presson is a trained SASCOC Institutional Effectiveness Reviewer and can set up a PRISM workshop for you. Contact her at ext. 8142 or email kpresson@jsu.edu.
- Dr. Alicia Simmons and Lynn Garner attended the i3 Project Director's Meeting in Washington, D.C. July 10-12, 2016.
- Evelyn Bragg, John Rosier, Lynn Garner, and Dr. Alicia Simmons met with seven regional university partners in Denver, Colorado on July 21st to discuss tasks associated with expanding the CORE model nationally.
- CORE Back-to-School Workshop will be August 25, 2016 from 8:30-11:30 in room 1103 of Houston Cole Library.

Controller

- All travel reimbursement requests (employee, non-employee, and student) should be processed through the Controller's Office.
- Employer benefit contributions with year-to-date amounts are now included on your self-service Banner Pay Stub.
- To more accurately reflect its functions The Office of Student Accounts is the new name for the Bursar's office.
- The 2016 Year End Training presentation and handouts can be accessed at the Controller's website.
- The following changes in titles have been made to more properly align with their current duties and roles:
  - Denise Hunt - Assistant Director of Payroll and Disbursements
  - Alice Wudarczyk - Assistant Controller of Student Accounts
  - Robin Yarbrough - Assistant Director of Finance
  - Joe Whitmore – Executive Director for Auxiliary Services
- Faculty Research Grants must be fully expended by September 30th. Be sure all encumbrances are paid or closed so as not to impact next year's recipients.
- Stay alert on approaching financial or program reporting deadlines on your grant. If you need assistance with billing, forms, or support data, please contact Lynn Garner at ext. 5108 / lgarner@jsu.edu, or Robin Yarbrough at ext. 5401 / rthompson@jsu.edu.
- New budgets for awarded grants can be established only after a copy of the grant award and approved budget have been submitted to Assistant Director of Finance Robin Yarbrough.

Human Resources

- Kathy Miller joins the department as Human Resources Generalist. Seazon Tierce has transferred from Capital Planning & Facilities to HR as a secretary in order to work in a field related to her degree. Welcome to both employees!

PEEHIP 2016-2017 BENEFITS OPEN ENROLLMENT: July 1 - September 10

Effective October 1, 2016, the monthly premium for the Blue Cross and Blue Shield Medical coverage will be increased as follows:

<table>
<thead>
<tr>
<th>Coverage</th>
<th>Increase</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single</td>
<td>$15</td>
<td>$15 per month</td>
<td>$30 per month</td>
</tr>
<tr>
<td>Family</td>
<td>$30</td>
<td>$177 per month</td>
<td>$207 per month</td>
</tr>
</tbody>
</table>

Capital Planning & Facilities

- Burgess Field’s artificial turf is being replaced and should be complete before the Gamecock’s first home game on September 2nd.
- Curtiss Hall is on tap to receive a new sidewalk and exterior lighting by the start of fall semester.
- The Computer Center HVAC and Houston Cole Library penthouse air handler replacement are in the design phase.
- Congratulations to Dusty Christopher, newly-appointed manager of the warehouse, which is now under the CP&F umbrella.
Auxiliary Services

- Any unit requesting bus usage outside of regular operations will be required to fund the usage based on hourly rates paid for operations and maintenance. University-related events will be $75 per bus per hour*; non-university related events will be $100 per bus per hour*. These decisions come as a result of organizational restructuring and the need to make the Gamecock Express financially self-sustaining.

*Minimum hours charged are assuming regular operating hours of M-F, 7:00am-9:00pm. Four-hour minimum charge applies on weekends and after hours.

University Police Department

- Welcome to new officer Betsy Campbell, B.S. Criminal Justice, who joined the force on June 28th.
- Fire drills were recently completed in the Honors House and Stone Center.
- UPD is enhancing video coverage on campus to make JSU safer for students, employees, and visitors.
- Crime Prevention Coordinator Michelle Page has scheduled alarm service, repairs, and upgrades in Merrill Hall, Salls Hall, Rowe Hall, and the Stone Center.

Procurement & Fixed Assets

- Through September 30th, requisitions for $2,000 or more must have written justification and approval by the appropriate vice president before submission to Procurement.

Miscellaneous Info Items

- In President Beehler’s July memo pertaining to administrative changes, he referenced as one of just six standing committees the new Enterprise Risk Management Committee. Chaired by Chief Audit Executive Jim Brigham, MS, CPA, CIA, CFE, this group will “evaluate significant risks and exposures that JSU might face, and provide informed advice on which risks merit sustained high-level attention.” Additionally, the Committee will make “recommendations on managing risks and determine whether the threat outlook for a particular risk should be downgraded or increased based on the effectiveness of risk mitigation efforts.” ERM will provide oversight to the Safety and Environmental Health Subcommittee. We will share in future issues the composition, goals and accomplishments of this committee.

- Dr. Ashok Roy was featured in the “Movers & Shapers” section of the July issue of Business Alabama magazine.

- Shred-It collection dates: August 8th and 22nd. Magazines, newspapers, brochures, office paper, etc. – can be tossed in collection containers for recycling. No paper towels, tissues, binder clips, batteries, plastic, cellophane, candy wrappers, or credit cards, please. Our recycling efforts have saved more than 763 trees this year.

- Remember to actively participate in the university’s pilot recycling program that kicked off in February 2016. Funded by the Alabama Department of Environmental Management, these green recycling bins (pictured at right with Cocky) are designed to hold assorted paper and #1-7 plastics. These bins can be found in the following buildings:
  - Theron Montgomery Building (2nd floor)
  - Houston Cole Library (Jazzman Café)
  - Bibb Graves Hall (1st floor)
  - Martin Hall (lobby)
  - Brewer Hall (lobby)
  - Meehan Hall (entrance)