The Division of Finance & Administration touches virtually every corner of the university – housekeeping, payroll, dining services, accounts payable, tuition and fee collection, university police, acquisition of goods and services, student health center, and so much more.

In these brief communiques, we'll share information that will keep you current on new programs or services, opportunities for learning, policies and procedures, or introduce you to new staffers. We welcome your feedback and suggestions on material we can pass on that will help you better navigate your way through the various departments.

Please let us know how we may be of assistance.

Ashok Roy, Ph.D, CIA, CBA
Vice President for Finance & Administration/CFO & Professor of Practice in Finance

Under new leadership, changes are being made to improve communication, accountability, and fiscal health of the university with a laser focus on serving our students.

SGA Executive Officers and representatives from the University Police Department met on May 16th to discuss ways to overcome negative perceptions among the student body about the UPD.

Ideas that were discussed included special events for the two groups like cook outs, self-defense classes for students conducted by UPD, and a positive social media campaign for the police. SGA officers have been invited to tour the UPD facilities, and well as participate in ride alongs with police personnel.

Follow up meetings are planned to continue the dialogue and review progress.

Upcoming Dates/Events to Note

- In cooperation with the University Police Department, Bibb Graves Hall will be conducting a fire drill on Tuesday, June 7th at 10:00am. This is part of a multi-faceted building safety program that is being implemented to protect our staff, students, and visitors. UPD’s Michelle Page and Melonie Carmichael are eager to help all departments plan for emergencies and develop their Continuity of Operations Plan (COOP).

- The President’s Budget Advisory Committee will hold its final and marathon session on June 14th beginning at 9:00am. A proposed budget for FY17 should start to take shape at the conclusion of the meeting. Members of the Tuition Evaluation Task Force and others are invited to attend.

- Emergency Response Training will be Wednesday, July 20th in Wallace Hall Auditorium. Sessions will be from 9:00-12:00pm and 1:00-4:00pm.
Controller

- Effective immediately, please use the Position Budget Transfer/Change Form (emailed May 23rd) to document the source of funding and the authorization for each change.

- Accounts Payable is implementing direct deposit payments for vendors. The new ACH form (for vendors only) can be found at the Controller's website under “Forms most frequently used.”

- New User training for Banner Finance will be held on June 2nd from 2:00pm until 4:00pm in 308 Bibb Graves Hall. There will be no Banner Finance Workshop during June; our next workshop will be in July and be focused on the Year End Close.

- Travel:
  a) It is not necessary to attach an encumbrance to your documents when submitting requests for travel reimbursements.
  b) Please do not send entire conference brochures with travel reimbursement requests. Copies of the brochure cover and the agenda are all that is necessary.
  c) There is a new code for NON-EMPLOYEE Travel – 71050.

- Controller Kevin McFry co-authored an article entitled “Mobile Devices in the Accounting Classroom,” which has been published in the Spring edition of Cengage Learning’s Accounting Instructors Report. Congrats to Kevin on this accomplishment. Dr. Roy added that such achievements reflect well professionally on the Division.

- June four week payment due date – June 7 2016; June six week payment due date – June 16, 2016

- Bursar Alice Wudarczyk has been tapped to chair the search committee for the Director of Financial Aid.

- Two employees in the Bursar’s Office have enrolled in the summer semester and will continue in the fall. Stacey Burell and Mandi Austin will pursue degree in Early Education/Early Childhood (P-3 and K-6) and Integrated Studies respectively.

We know her as the Queen of Banner Finance. But Restricted Funds Manager Robin Yarbrough put another diamond in her tiara when she emceed the 2016 Administrative Professionals Conference this past April at the Oxford Civic Center.

ABC 33/40 meteorologist James Spann and “Dancing with the Stars” competitor and motivational speaker Noah Galloway were just two of the guest speakers.

Robin’s polished, effervescent, and enthusiastic hosting resulted in offers to emcee events for at least two area businesses.

Congratulations! Job well done.

Procurement & Fixed Assets

- Annual Inventory Verification sheets must be completed by the Budget Managers and returned to the Office of Procurement & Fixed Assets before June 6, 2016.

- Additional information is now required for computer hardware/software purchases. Look for this to be covered in one of upcoming training sessions.

- A fond farewell to Asset and Property Manager Mike Steward who will be retiring July 1, 2016.
Committee Updates

- **Business Continuity Planning Committee** ~ *Provided by committee chair Dr. Jeff Ryan.*
  The BCP had its kick-off meeting on May 9th. Committee members made up of business unit leaders and academic stakeholders learned about the process that they will be using to generate a business continuity plan for the University. The committee has developed a mission statement and timeline for completion of the plan. The **Business Impact Analysis (due June 15th)** is part of the BCP development. From the BIAs, Dr. Ryan will develop a draft plan that will be tested with a tabletop exercise during the fall semester.

![Proposed Timeline](image1)

- **Cyber Security Task Force** ~ *Provided by committee chair Dr. Guillermo Francia.*
  This group had its initial meeting on May 5, 2016. In this meeting the following action items were adopted:
  1. Accepted the delineation of committee functions into four focus areas: Cyber Security Incident Response Plan (CIRP), Information Security Awareness Training (ISAT), Cyber Risk Mitigation (CRM), and Information Security Audit (ISA).
  2. Divided the Task Force into sub-committees and assigned each with a specific focus area and a chair person.
  3. Decided to do all document generation, review, and approval electronically utilizing JSU's Office365 Sharepoint sites.
  4. Agreed on the following timelines:
     a. Update and review subcommittee reports/documents every two weeks
     b. Collate all documents by the last week of September
     c. Request for final review and approval middle of October
     d. Agreed to recommend infusing cyber security related course modules into the First-Year Experience (STU 101) course.
     e. Submit final reports/documents to Dr. Ashok Roy by the first week of November
  5. Next and final meeting: middle of October to approve the collated reports.

![Mission](image2)
Housing

- Congratulations to LeMarques McClide and Tyrone Smiley in University Housing and Residence Life. Residence Life Coordinator McClide was accepted to the Regional Entry Level Institute, which will be held at Emory University, and will be attending on a SEAHO scholarship.

- Tyrone Smiley, assistant director of conference and support operations was accepted to participate in the James C. Grimm National Housing Training Institute at the University of South Florida, and will be attending on a partial scholarship from the Institute.

University Police Department

- Sgt. Mann and Officers DeVoe, Richard, and Manners worked the 24th Annual Cheaha Challenge Gran Fondo Century and Ultra bicycle competitions that began and ended at Pete Mathews Coliseum.

- Dr. Roy commends Melonie Carmichael and Bibb Graves Safety Floor Coordinators Andy Green, Ronald Chapman, John Rosier, Allison Newton, Mary Smith, and Lu Moseley for completing ahead of deadline their Building Personnel Inventory. Bibb Graves was the first building to complete this task.

Training:

- Active Shooter Threat – Sgt. Preuninger
- Drager Recertification – Chief Giddy, Sgt. Preuninger, Sgt. Schaffer, Sgt. Mann
- Criminal Intelligence Analysis Calls – Officer Elizabeth Morrow
- Emergency Preparedness Camp – EMS Carmichael
- Taser ECW Recertification – All UPD personnel

Administrative Restructuring

- The McClellan campus is now under the auspices of Capital Planning and Facilities Department.

Capital Planning & Facilities

- Any alteration, modification, re-purposing, or elimination of building space must now be in consultation with and approved by the Director of Capital Planning & Facilities and vetted by the Vice President for Finance & Administration.

- Department of Capital Planning and Facilities is embarking on an analysis of space utilization across campus and will be communicating and coordinating with building managers to gather the proper information for this space utilization assessment.

Miscellaneous Info Items

- In keeping with trends in university audit departments of combining internal audit, risk management, compliance and privacy, and the responsibilities therein, Jim Brigham’s title has been updated to Chief Audit Executive.

- Procedures for Contract approval have been revised. Documents now go from the office of origin to Sam Monk for legal review then to Ashok Roy for financial vetting. This is outlined on page two of revised Policy IV:03:01.

- Shred-It collection dates for June: Monday the 13th and 27th. All paper – magazines, newspapers, brochures, etc. – can be tossed in collections containers and recycled. We have saved over 510 trees this year through our recycling efforts.
From Cherise Peters, Vice President for Enrollment Management

It is an honor and pleasure to be in Gamecock Country and the university’s first vice president for enrollment management! I have been here for about a month and I am very optimistic about the opportunities we have to increase the enrollment, retention and graduation rates of our students.

My enrollment management approach is about doing ‘What Makes Sense’ and that will improve the overall experience of our students while they pursue their educational goals at JSU.

I look forward to working with all of you - our students, our faculty, our staff, our administrators, and the entire Gamecock community to do “What Makes Sense” to achieve our enrollment goals!

If you have any ideas or thoughts, please don’t hesitate to stop by or call my office and share them.

My office is located in 108 Bibb Graves Hall and I can be reached at extension 8040.

Go Gamecocks!!!