



May 2010

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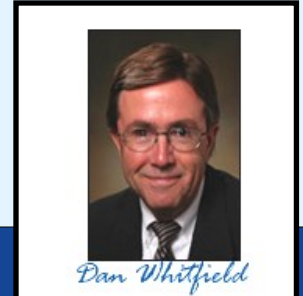
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*“It is the province of knowledge to speak and it is the province of wisdom to listen”*

*~Oliver Wendell Holmes*



*Dan Whitfield*

## From the Vice President...

# LOOKING AHEAD

In this month's issue, I would like to comment on several topics that will affect our operations as we move forward into the next fiscal year and beyond.

**FY 2011 Budget.** As you are aware, ASU has had substantial reductions in state appropriations the last two years and this is expected to continue into FY 2011. The impact of the state cuts has been reduced by the use of federal stimulus dollars and Board of Regents actions to increase tuition to insure the quality in the classroom is not compromised. We expect FY 2011 to be another difficult year as state revenues continue to be weak.

Our budget philosophy has been to maintain some flexibility in anticipation of cuts while still funding critical needs such as new academic advisors. A number of budgeted faculty positions have gone unfilled as we have had to rely more on part-time faculty. Among other actions, we have deferred projects and taken many steps to reduce our energy costs. These efforts will continue.

**Campus projects.** As we have maintained our budget flexibility by not permanently committing all funds, we have been able to put available funds to good use. While our Physical Plant staff have been managing a number of projects, the most significant is the conversion of much of Galloway Hall into a needed testing center. We received an energy grant which is allowing us to replace/upgrade the HVAC system in Galloway Hall at the same time.

Our next big project, which will come in FY 2011 will be the construction of a new Financial Aid Service Center. This project will be totally funded by auxiliary reserves and will address a longstanding need for adequate and accessible space for Financial Aid. Once the new testing center is done, their former space in the quad, the vacated adjacent artists' studios space, along with a building addition, will create an efficient facility for Financial Aid.

**Shared Service Center.** The Shared Service Center building in Sandersville, GA has just been completed. To date, the SSC staff have been supporting the ADP payroll conversion. Work will continue to streamline and optimize the payroll process. Looking ahead, preliminary discussions are underway on the next initiatives for the SSC. At this point, aspects of purchasing and financial aid that would lend themselves to central processing are being considered. This work is in a very preliminary stage and no decisions have been made.

*-Dan Whitfield, Vice President of Business*

## Accolades

James Kirkland, Carpentry Shop, won the Staff Excellence Award for Spring, 2010.

Craig Pulley, HVAC Shop, won the Physical Plant Employee of the Quarter.

Mat Chrisman was promoted from Police Officer 2 to Public Safety Sgt. Mat will take over the 12-8 shift and is responsible for 4 officers and two dispatchers.

Faculty and Staff Appreciation Week  
Friday Fun  
Jaguar Olympics  
Winners



Frisbee Discus - Mark Brown - Gold Medal  
Ping Pong Ball Shot Put - Karl Munsch - Gold Medal  
Pool Noodle Javelin Toss - Karl Munsch - Gold Medal  
Basketball - Kenny Reames - Gold Medal

# Cross Campus Moves:



**Purchasing Office**

## Relocation Update.....

The Purchasing Office has settled into their new home in the building formerly known as Studio B. Please stop by and look at the newly renovated 1840 Federalist Style facility.

The Continuing Education department also invites you to visit them in their newly renovated office space on the second floor of the Central Utilities Plant building.

The office of Military Science have temporarily relocated to the first floor of Bellevue Annex. They anxiously await the completion of work in Galloway Hall so they can return to their original location.



**Continuing Education**

## Changes in the Business Office:

The Business Office has undergone a lot of personnel changes in the past month or so. With the retirement of Vera Boyll, Barbara Stewart, Angela Prettel and a vacancy in Travel, we have had to re-staff our office. We welcomed the addition of new employees: Lisa Hendrix, Travel; Carroll Binns, Student Account Specialist; Susie Adcox, Staff Account and Gordon Prettel, Assistant Controller.

Along with personnel changes, it was time for ASU to bid our banking services contract. ASU began its banking partnership with First Citizens Bank on April 1st. This has been a major endeavor for the Business Office and campus as many of our services are now on-line. Some noticeable evidence of the change has been the removal of the Wachovia ATM and the replacement ATM by First Citizens. First Citizens will offer special benefits for personal banking services to ASU's faculty, staff and students.

**-Corrina Warner,  
Controller**

## Construction Update.....

Energy efficiency improvement activities have begun in Galloway Hall to replace the HVAC system, replace ill-fitting windows, insulate the roof, and upgrade the interior lighting. During this renovation, some spaces will be reconfigured to house the Testing & Disability Department. Galloway 101A/B will be repurposed as a 140 seat computer testing center for campus use. Construction is expected to be complete by the end of the year.

Design activities have begun to convert the south side of the Quad buildings into a new Financial Aid Service Center.

**-Therese Rosier, Associate Vice President for Plant Operations**

## ADP Update



As you may be aware, ADP was updated on April 24, 2010. This update changes the look of the screens. It was designed by ADP to be easier to find information. One important addition will help tremendously. If you are unsure of navigation within the ADP Portal, you may use your mouse cursor to hover over menu items within the Portal. This will then open a small window to display all contents. This update will affect all Portal users.

Another change is that the menu item "Time" is renamed to Time & Attendance. It includes Augusta State's Holiday Schedule and Personal Accrued Time. Time & Attendance is renamed to eTime. To be better prepared for the changes that will occur to ADP Portal, we recommend that you take a look at the changes before your timecards or timesheets are due.

**-Mary Filpus-Luyckx, Special Projects Director**



We are pleased to welcome Maureen Foster as our new Sodexo Campus Dining General Manager. Maureen comes to us from Clark Atlanta University and has over 20 years of experience in catering and dining operations. Maureen may be reached at extension 1599, her e-mail is: [mefoster@aug.edu](mailto:mefoster@aug.edu)

### ASU Campus Dining expands Summer Hours of Operation

To better meet the needs of our students, faculty and staff, ASU Campus Dining has expanded the summer hours of operation for the Allgood Snack Bar. The Allgood Hall Snack Bar will be open Monday – Thursday 10:00am – 5:00pm when summer classes are in session. The JSAC Food Court will be open Monday – Friday 8:00am – 2:00pm when classes are in session. Summer hours begin on Wednesday May 19<sup>th</sup>.



We are pleased to announce that Lynn Carmack has accepted the position of Purchasing Manager. "With Cookie Eubank's retirement, we were looking for someone who had the experience and education to step in and make an impact right away, Lynn fits that bill perfectly", says Karl Munsch, Director of Business Services. Lynn holds a BA and MBA from Texas A&M University and has several years of experience as a Buyer and Purchasing Card Administrator, most recently here at ASU. Lynn has also earned several certifications in purchasing from the Georgia Department of Administrative Services and is preparing for the Certified Public Purchasing Buyer examination. Lynn may be reached at extension 1766 or [lcarmack@aug.edu](mailto:lcarmack@aug.edu)

# From the Budget Office:

ASU expects to have its state allocation figure on May 11<sup>th</sup>. The original budget document is due to the Board of Regents on May 26<sup>th</sup> and will be presented for approval at the June Board Meeting.

In the midst of working on next year's budget, the Budget Office is also busy with the current year and working towards year end. Please remember to check and reconcile your departmental budgets often during this time of the year. Please ensure that budget amendments have been processed prior to submitting your pcard statements. This is a busy time of year for the Budget Office and the Business Office and we need to make sure that we can pay the pcard on time without waiting for budget amendments to process.

The Budget Office is working on budget training after the new fiscal year begins, more to come on this later. In the meantime, should you ever need any budget help please do not hesitate to call us at ext. 4170 or stop by our office in Fanning Hall.

*-Aisha Lavin, Budget Director*



## Jaguar Express Summer Schedule

The Jaguar Express Shuttle summer service schedule will begin on May 19<sup>th</sup>. The shuttle will operate Monday – Thursday 7:00am – 10:00pm and Friday 7:00am – 6:00pm. The shuttle will visit each stop approximately every 30 minutes. Additional shuttle service will be available during summer orientation sessions.

*... from the desk of Kathy Boyd, Internal Auditor*

## Credit Card Security Warning: **Hackers Go Home!**

In the past decade, the credit card industry has worked feverously to stay ahead of criminals intent on stealing sensitive credit card information from merchants who accept credit cards. Credit card standards have evolved accordingly, requiring merchants, including colleges and universities, to adjust their practices with increased emphasis on security. As of July 1, 2010 a new standard comes into effect that is known as the Payment Card Industry Payment Application Data Security Standard PCI-PA-DSS. The role that colleges and universities must take to protect private financial data has gotten bigger.

**Bottom line:** If we are not in compliance with the new standard, we may not be able to process certain credit card transactions. Imagine the impact this could have on our campus.

At ASU we have always taken our responsibility to protect sensitive data seriously, and that includes credit card data. The Business Office, ITS, Special Projects and Internal Audit have teamed together over the last few years to address sensitive data concerns, with an increased focus this year to maintain our compliance with new credit card standards. Recently a team was formed to ensure that ASU is going well beyond meeting minimum standards and that business functions across the campus remain operational after the new credit card security standard goes into effect. If your department processes credit cards, or is considering processing credit cards, contact a member of the credit card security team. We will be happy to conduct a risk assessment of your operation, and help you develop a secure way to process your credit card transactions.

### Augusta State University CREDIT CARD SECURITY TEAM

Damon Armour, IT Security Officer [darmour@aug.edu](mailto:darmour@aug.edu) 706/737-1484

Kathy Boyd, Internal Auditor [kboyd50@aug.edu](mailto:kboyd50@aug.edu) 706/729-2483

Bill English, Assistant Director for Systems & Programming Services [benglish@aug.edu](mailto:benglish@aug.edu) 706/737-1484

Gordon Prettel, Assistant Controller [gprettel@aug.edu](mailto:gprettel@aug.edu) 706/729-2446

Corrina Warner, Controller [cwarner@aug.edu](mailto:cwarner@aug.edu) 706/667-4558

## ASU to offer Long Term Care Insurance



Beginning in the fall 2010 Augusta State University will offer a long term care insurance program through Prudential Insurance Company of America. Long term care insurance should be seen as part of your individual financial planning. Long term care, for insurance purposes, is when one needs assistance because they cannot perform two or more activities of daily living such as bathing, dressing, toileting, eating and moving in and out of bed. While long term care insurance is not for everyone, the ASU Benefits Committee felt it would be good to make a group plan available for everyone's consideration. Long term care policies are designed to pay a specific amount of money for a specific amount of time. Beginning this summer, Human Resources, working with Prudential, will begin to provide information on the long term care coverage that will be available. This will culminate in September with on campus presentations and an open enrollment period.

## Public Safety Information

### First Aid Training:

You have heard about some of the things that Public Safety is involved in from previous articles. However, did you know that we also instruct several classes throughout the semester? We certify faculty/staff and students in the area of CPR, First aid and AED. We give classes in reference to active shooter, fire safety, alcohol and other drugs and more. Attend one of our upcoming classes and see another side of your Public Safety Department in action.



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Paula S. Owens, BA, Police Officer

## Student After Hours Access:

When emailing the afterhours access list for your students, please send to [dispatch@aug.edu](mailto:dispatch@aug.edu) only and provide 927 #, last name, first name, building and room number which is required information in order to allow access. We will gladly accept your class roll as an attachment or the class roll that prints from Banner WREG107 as an attachment as long as the list includes the building, room number and hours that the students have access.

Please advise all students that have been given access that they must have a valid student ID in order to receive access to any building after hours and afterhours access is cut off at 12:00 midnight for safety reasons. This procedure should be followed each semester.

## Recycle your Cell Phones:



Public Safety is asking you to drop off any cell phones that you are not using in order to make them available for the families of domestic violence.

They also collect used eyeglasses which are recycled through the local Lyons Club.

Public Safety has a drop off box in the lobby marked cell phones for these items. We greatly appreciate any assistance you can provide.



## What To Take to Bed with You at Night:

Put your car keys beside your bed at night; Tell your spouse, your children, your neighbors, your parents, your doctor's office, the check-out girl at the market, everyone you run across. Put your car keys beside your bed at night.

If you hear a noise outside your home or someone trying to get in your house, just press the panic button for your car. The alarm will be set off, and the horn will continue to sound until either you turn it off or the car battery dies. This tip came from a neighborhood watch coordinator. Next time you come home for the night and you start to put your keys away, think of this: It's a security alarm system that you probably already have and requires no installation. Test it. It will go off from most everywhere inside your house and will keep honking until your battery runs down or until you reset it with the button on the key fob chain. It works if you park in your driveway or garage. If your car alarm goes off when someone is trying to break into your house, odds are the burglar/rapist won't stick around. After a few seconds, all the neighbors will be looking out their windows to see who is out there and sure enough the criminal won't want that. And remember to carry your keys while walking to your car in a parking lot. The alarm can work the same way there.

## Board of Regents issues new Amorous Relationship Policy

The Board of Regents has updated the policy on Amorous Relationships. The full policy can be found at: [http://www.usg.edu/hr/manual/amorous\\_relationships/](http://www.usg.edu/hr/manual/amorous_relationships/).

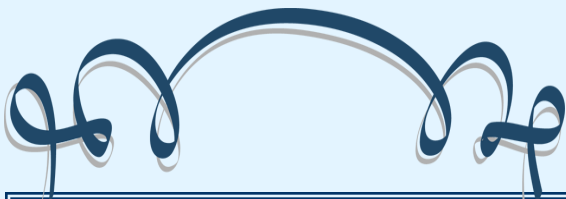
Key Points: The pursuit of an amorous relationship by faculty or staff with an undergraduate they are teaching or supervising is **prohibited**. If such an amorous relationship exists you must terminate the amorous relationship or terminate the teaching or supervisory relationship.

The Board of Regents strongly discourages amorous relationships between employees when a supervisory relationship exists. If such an amorous relationship exists or is started, the person in the supervisory position must recuse themselves from any decision affecting employment, instruction, or academic standing of the subordinate. Each institution must have a procedure for reporting that an employee is involved in an amorous relationship with a person under their direct authority or supervision.

— Human Resource Office

## Mark Your Calendars!

May 14, 2010, (4:30PM)	Peoplesoft Requisition FY 2010 Cut Off Date
May 14, 2010	Travel and Per Diem Requisition FY 2010 Cut Off Date
June 04, 2010	Petty Cash FY 2010 Cut off date
June 04, 2010	Postage after this date will be charged to FY 2011 budget
June 04, 2010	Copy Center FY 2010 Cut Off Date
June 04, 2010	Central Supply, Library, Media Center & Bookstore FY 2010 Charge Cut Off date
June 6 – 11	Bookstore closed for year-end inventory
July 5, 2010	4th of July Holiday



*“The reasonable man adapts himself to the world, the unreasonable one persists in trying to adapt the world to himself. Therefore, all progress depends on the unreasonable man”*

*~George Bernard Shaw*



### BUSINESS OPERATIONS CONTACTS

#### Vice President for Business Operations

**Dan Whitfield, Vice President**

Ettie Westjohn, Administrative Assistant to the Vice President, ext 1770

#### Budget Office

Aisha Lavin, Director, ext 4170

#### Business Office

Corrina Warner, Director of Finance/Controller, ext 1767

#### Business & Auxiliary Services

Karl Munsch, Director, ext 4640

#### Human Resources

Walt Alexanderson, Director, ext 4153

#### Internal Audit/Management Control

Kathy Boyd, Internal Auditor, ext 2483

#### Physical Plant

Therese Rosier, Assistant Vice President for Plant Operations, ext 4042

#### Public Safety

Jasper Cooke, Director, ext 1401

#### Special Projects Office

Mary Filpus-Luyckx, Director, ext 2043