A Word from our Vice President

Dear A&F,

The Employee University Governance Board met on October 15. During the course of this meeting, a number of objectives were met. The Board is currently collaborating to create its mission statement, logo and to get feedback from employees as to what classes will be offered this spring. If you would like to provide your input regarding class offerings or any other aspect of Employee University, please contact Bryan Kauffman at x53672 or bkauffma@sfsu.edu. This is your program, designed for your benefit. Your input is highly desired and needed. We look forward to hearing your thoughts and bringing them to fruition. The Governance Board is scheduled to meet again on Thursday, November 14.

Best Regards,
Ronald S. Cortez
Vice President & CFO

HR’s On-Line Ticket Resolution System

As a reflection of Human Resources, Safety & Risk Management's commitment to meet the needs of the University, HR is developing an on-line ticket resolution system. The system will allow the campus community to report HR related issues, which may include benefit, employment, and/or pay related questions, and track their progress within HR.

While the system is being developed, Corinne da Cunha, Associate Director for Business Continuity, is available to look into, follow up on, and respond to customer inquires which you feel require additional special attention, above and beyond what is provided by the dedicated staff of HR. Please do not hesitate to contact Corinne at x53968 or cdacunha@sfsu.edu.

A&F TOWN HALL – October 30th

Click here for “Budget Summary Presentation”

Click here for “The Middle Class Scholarship” info

Click here for FREE Online Training for Faculty/Staff: lynda.com login to https://gateway.sfsu.edu, IT Services, Additional Services

For info on the “Safety Champion Grants Program” email sfehs@sfsu.edu

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Everyone is encouraged to email submissions for future newsletters to: adminfin@sfsu.edu.

Dates to Remember

November 11th
Veteran’s Day – Campus Closed

November 27th
Payday

November 28th & 29th
Thanksgiving
Campus Closed

Staff Discounts

❖ $5 Friday’s at City Eats Dining Center ...more info click here

❖ 10% discount on general merchandise at the Bookstore ...more info click here

❖ Cell phone service discounts & other educational discounts ...more info click here
Employee Profile

CHAI TSAI
Capital Planning, Design & Construction (CPD&C)

Chia Tsai began working in Capital Planning, Design & Construction (CPDC) as an AutoCAD student assistant in 2001, and she later worked as an IT consultant for the department. In 2006, Chia became the assistant campus planner and IT system administrator for CPDC. Her role varies from assisting the department with the preparation of the Capital Outlay Budget Change Proposal—the University’s 5-year capital improvement plan and funding request for capital projects; coordinating with the Chancellor’s CPDC department on the campus Space and Facilities Database; analyzing campus space use; and performing duties as system administrator for the new Facilities Information System (FIS). Chia received her BS in Business Administration from the University of San Francisco and a Masters in Instructional Technology (ITEC) from San Francisco State University. She enjoys CPDC’s pleasant working environment, friendly support from her co-workers and its superior leadership.

Chia’s hobbies include pottery on wheel /ceramics, walking her dog, and spending lots of time with her extremely active nieces and nephews.

Chia’s tech savvy, graphic skill, and understanding of the CSU planning process make her a valued member of the CPDC team. She is gracious, generous, and ready to jump in whenever her help is needed.

CONGRATULATIONS!

Recent Hires:

Patricia Torrey
Strategic Technology Analyst Programmer, Dolt

Sujata Tadwalker
CMS Analyst Programmer, Dolt

Loan Vo
Administrative Analyst Specialist, Bursar’s Office, FA

Krzysztof Kaminski
Information Technology Consultant, FA

• Courtney Cheng named Accounts Payable Supervisor, Fiscal Affairs

Campus Solutions – Application Fee Process

October brought a treat for the Bursar’s Office as the Campus Solutions – Student Financials team successfully went live with the CS Admissions Application fee process. Under the skillful leadership and guidance of the Io Consultant and the Managers, the functional team leads completed setup, testing, documentation, and initial production processes. During the first days after go-live all application fees were processed through CSU Mentor. A few days later mailed payments were received and processed by the Cashiers. Few modifications to the process were needed. The verbiage included in the e-mailed confirmation students that elect to pay later receive was updated and improved. And lastly the successful integration with CFS-Finance, journal entries generated from CS were processed and posted in finance.

Kudos to all the leads and staff (functional - Excel Mercado, Jacqueline Green, Amanda Gazzo and from Accounting – Gloria Tseung and technical - Ming Zhang, Daphne Wang and Gabriel Green)! Their commitment and dedication toward the success of the project clearly provided such an invaluable work.

Benefits Fair – October 2nd

“Reach Out and Touch Someone” statue by Sandi Slone (1975) was donated to SF State.

It was installed Sept. 30, 2013 and is located behind the Village at Centennial Square Business Community.
Q&A of the Month:
Submitted by:
Frank Young, CPD&C

Q: Are there any plans for campus-wide IT initiatives or upgrades?

Answered by:
Phoebe Kwan, DoIT

A: Yes, quite a few:
• Common Management Systems Campus Solutions implementation
• Campus-wide IT ticketing and asset management system implementation
• Web content management (WCM) department template
• Data center virtualization project to offer campus departments hosted services
• Enhanced wireless connectivity for the campus
• Campus-wide survey tool using Qualtrics
• Faculty/staff access to online training tool using Lynda.com
• Faculty/staff and lab use of Adobe Creative Suite software

$10 Gator Dollars will be awarded to the employee whose question is answered.
(More info click here)

Please submit your questions to: adminfin@sfsu.edu

Free SF State Housing for Guardian Scholars during Summer & Winter Breaks

Former foster youth who are studying at SF State now have access to free housing on campus during the summer and winter breaks, thanks to a new agreement between University Housing and the Guardian Scholars Program. “Many of these students would not have a place to live over the break without this housing provision,” said Xochiti Sanchez-Zarama, director and co-founder of the Guardian Scholars Program. “It’s a basic necessity.”
To read more click here.

Please Update Your Profile in the Online Campus Directory

All employees should update their information in the online campus directory by following these steps:
• Click here to Log into your SF State Gateway
• Hit Employee Services on the left side
• Hit Address and Emergency Contact Information
• At To view & update go to Profile, click on the Profile link.
• Click Email Options to update your Email
• Click Directory Information-Update Directory Information to updated your telephone number & location
• Questions – call x81420

Campus Sustainability Fest & Bike to Campus Day – October 23rd & 24th

For more info & pictures:
https://www.facebook.com/media/set/?set=a.10153363102280623.1073741831.236741565622&type=1
https://www.facebook.com/media/set/?set=a.10151927071504911.1073741833.45624724910&type=3

Current A&F Recruitments:
Associate VP, Human Resources
Internal Auditor

Click here for SF State Job listings