Welcome to the first issue of the Administration & Finance Newsletter. These monthly newsletters will be sent from the VP’s office to all A&F staff to inform you of news happening throughout the A&F Departments (Budget, Division of Information Technology, Fiscal Affairs, Human Resources, Internal Audit, Physical Planning & Development, Capital Planning, Design & Construction, Facilities & Services Enterprises, University Property Management/Housing, and the VP’s Office).

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

Best Regards,
Ronald S. Cortez
Vice President & CFO

In This Issue:

- **Sustainability: Congratulations Caitlin Steele!**
- **SF State among leading U.S. universities for sustainability**
- **New Electronic Vehicle Charging Stations on Campus**
- **Stories from H/R appeared in a video shown at the CSU Board of Trustees meeting on July 23, 2013**

**SAVE THE DATE:**

**A&F TOWN HALL MEETING**
Thursday, August 15, 2013
10:00 am – 12:00 noon
Seven Hills Conference Center

All A&F members are invited to attend our Town Hall meeting. Meet Ron Cortez, our new VP & CFO. See what’s going on in A&F – ask questions you might have, and get answers directly from the source.

**Announcements**

- Student email will be transitioning from Microsoft Live@edu to Office365 during the weekend of August 16-18.
- Quad will re-open Aug 10, 2013.
- Shop24 is up and running! Located between the Administration Building and the Library.
- Fall 2013 Semester begins Monday, August 26.
- Early Year End Close – Great Job!
- F&SE wishes to express thanks to all for accommodating the campus heat shut-down on July 22-26. Much needed improvements in the Central Heating Plant were accomplished.

**Q&A of the Month:**

Submit any questions you might have regarding A&F to adminfin@sfsu.edu. Ron will try to answer all questions and we will publish at least one Q&A in future issues.

**A&F Recruitments:**

- Associate VP, Human Resources
- Internal Auditor

**Name Our Newsletter Contest!**

Prize: $50 gift card/certificate to the staff member who comes up with the most clever, appropriate name for our newsletter. Please submit your entries to adminfin@sfsu.edu. Include your name with your submission. That’s all you need to do. Winner will be announced in the September issue.
“A&F NEWS”

Sustainability: Congratulations Caitlin Steele!
Sustainability Programs Manager Caitlin Steele was presented with the CSU Sustainability Champion Award at the California Higher Education Sustainability Conference in Santa Barbara on June 27...read more: www.sfsu.edu/~news/cmemo/summer13/july29insiders.htm

SF State among leading U.S. Universities for Sustainability:
San Francisco State University was recently ranked one of the "greenest" campuses in the nation by The Princeton Review, receiving a perfect score in an analysis of the campus' environmental practices, policies and academic curriculum ...read more: http://news.sfsu.edu/sf-state-among-leading-us-universities-sustainability

New Electronic Vehicle Charging Stations on Campus
New electric vehicle charging stations are giving a jolt to SF State's sustainability efforts.
Nine charging stations are now available in the University parking garage (Lot 20) on the street level accessed by State Drive. The stations each occupy a parking space, one of which is accessible to individuals with disabilities, and will fully charge most electric car models in about four hours ...read more: http://news.sfsu.edu/electric-vehicle-charging-stations-open-public

Stories from H/R appeared in a video shown at the CSU Board of Trustees meeting on July 23, 2013:

• Executive Coaching Program
At SF State, six managers participated in a pilot program in which they were provided executive coaching for 6 months and tasked with completing executive development and leadership goals. Based on very positive feedback, SF State intends to expand this program as part of succession planning and professional development.

• Ergonomic Software
With the goal of reducing the number of work-related injuries, SF State partnered with a vendor at no cost to make Stretch Break Pro software available to University employees. The software regularly reminds users to take computer breaks and recommends exercises to perform during breaks.