A Word from our Vice President

I hope you've all had an enjoyable and restful Thanksgiving break with your family and friends. As I complete my fifth month on Campus, I reflect upon how much work our Division performs on our Campus each day. Everywhere I visit, I notice there is someone from A&F working hard to assist Faculty, Staff, and Students. I just want to take a moment to acknowledge your hard work and all you do, and to thank you for helping make SF State one of the brightest stars in the CSU system.

I continue to focus my efforts on improving communication, increasing transparency, and providing the resources you need to perform at the highest levels. I will continue to visit your work sites so we can dialogue about these principles. If you have any suggestions for improvement, please let us know.

I am tremendously proud to call SF State my home and I look forward to working together in the future as we continue to accomplish great things for our amazing Faculty, Staff, and Students.

Happy holidays to you all!

Best Regards,
Ronald S. Cortez
Vice President & CFO

Employee University Update

The Employee University Governance Board met on November 14. At this meeting progress was made towards creation of a mission statement and logo. Also, the Board reviewed the feedback received from A&F employees regarding desired class offerings. Based on your input, the Board identified 5 classes that will comprise the initial offerings. They are:

- English as a Second Language
- Basic Computer Skills
- Public Speaking
- Communication Skills
- Team Building

These classes garnered the most interest and will be beneficial to a broad range of employees. A request for interested instructors will be sent out shortly. If you are interested in passing along the benefit of your experience to your fellow co-workers in one of these classes, please let us know. Training will be provided to assist in creating a course. Look for these initial classes to be offered during the spring semester! Questions should be directed to Bryan Kauffman, bkauffma@sfsu.edu.

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

Dates to Remember

Holiday Break (Campus Closed)

Current A&F Recruitments:

Associate VP, Human Resources

Click here for SF State Job listings
Employee Profile

JON SKILES
Chief Engineer
Facilities Services

Jon Skiles was hired by San Francisco State University on February 2, 1986 as a Building Maintenance Worker, and has since become the Chief Engineer of Facilities Services. He also served for 18 years as Chief Campus Steward for SETC-UNITED, for 3 years as Executive Board Officer for SETC-UNITED, as a member on the Statewide Joint Health and Safety Committee, and as a member on the Statewide Joint Apprenticeship Training Committee. Prior to being hired by SF State Jon did a 6 year enlistment with the US COAST GUARD as a Machinery Technician Class Petty Officer.

Jon’s wife Deborah graduated from SF State in 1992, with a B.S. in Business Accounting. His daughter, Katie, graduated from SF State in 2012, with a B.A. in Liberal Studies and a Teaching Credential.

Jon will be retiring at the end of December and is looking forward to blacksmithing, metalwork, automotive customizing, volunteer work with Mercy Chefs; Disaster meal services, apprenticeship training, traveling, hunting and fishing.

Thank You & Best Wishes on your retirement, Jon!

CONGRATULATIONS!

Recent Hires:

Maureen Pasag  
Director of Internal Audit  
(will begin Dec. 16, 2013)

Minming Cao  
Network & Operations, Dolt

Pi Lien Cheng  
CMS-Dolt

Jessica Urtecho-Romero  
Payroll Analyst – HR

• Cherrell Escort named Benefits Analyst for Human Resources

CalPERS 2013 Annual Member Statements – Now On-line

The CalPERS 2013 Annual Member Statements (AMS) for active members are available online. The shift to online delivery of AMS is part of CalPERS efforts to reduce costs and support a green community.

Employees can access their AMS online by logging in to their CalPERS account at http://my.calpers.ca.gov. The AMS will include the member's accumulated service, a breakdown of contributions and interest, name of employer(s) and retirement formula(s) as of June 30, 2013. Employees who wish to continue to receive a paper copy should contact the CalPERS Customer Contact Center at (888) 225-7377.

Questions should be directed to the appropriate benefits representative in Human Resources.

Purple Fridays Perks

As of Nov. 1, faculty and staff who show their SF State spirit and pride by wearing SFSU branded purple gear (such as t-shirts, sweatshirts, pullovers, etc...) on Fridays, will get perk: a 10% discount at Café 101 and Natural Sensations. Questions? Contact Jack Mizirawi at sfsucafe101@gmail.com
Q&A of the Month:

Submitted by: Dao VanQuate, HRS & RM

Q: Do we have notary services on campus for faculty/staff use?

Answered by: Anthony Victoria, UCorp SF State

A: Yes, Anthony Victoria, x82238. For notary service availability, location reservations, cost, and more information, click here.

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

Please submit your questions to: adminfin@sfsu.edu

Safe Computing

Keep your computer software up-to-date to prevent many security problems. Use Qualys BrowserCheck to identify security issues with Web browser and plug-ins, Operating system, and some applications on Windows and Mac OS. BrowserCheck checks uses a simple red, orange, green signals to show areas that need updating with a Fix It button which shows how to fix the security issue.

All employees should install BrowserCheck to scan for common security issues. The tool can be used on University and personal equipment.

How to install and use BrowserCheck
1) Access the BrowserCheck plug-in
2) Select the “Install Plugin” button and follow the instructions to install (after the plugin is installed it will scan automatically)
3) Review the scan results and follow the recommended actions to get software updates and resolve security issues, or contact your IT support staff
4) When you’re done making updates, click the Re-Scan button to scan your browser again and verify that your browser and its plug-ins are current and secure

If you use more than one Web browser you may need to install it in each of them.

For more information
Qualys BrowserCheck FAQ

Need help?
If you have any questions or need assistance contact your local IT support or the Division of Information Technology Help Desk at 415.338.1420

Save Energy During Winter Break

Remember to turn off the lights, close the windows, lower the blinds and lower the temperature setting in your office. Unplug appliances and turn off all power strips. Clean out and unplug office refrigerators.

Looking for a last minute gift? Light up someone’s life with an energy-saving compact fluorescent light bulb! Happy Holidays!

A&F Halloween Fun