

Spring 2007



HAVE YOU HEARD?

an update for the division of finance & administration

HAVE YOU HEARD ABOUT: CONTRIBUTE TRAINING CLASSES

Friday, January 26th, 2007

Whose responsible for maintaining your department's website? If you are, you may want to attend Contribute Software Training Class. To sign up for any of these class, please contact Becky Murphy ext 5105 or by email at rbowes@valdosta.edu.



If you have never attended a Contribute Web Design class, the Introductory Course is right for you. The **Introductory Class is being held on Monday, January 29 from 3:00 p.m.-4:30 p.m. in Odum Library Room 3270.**

The **Intermediate Course** gives you hands on experience using Contribute and have coaches available to assist you with transferring your webpages to the new design template. **The Intermediate Course is on Tuesday, January 30 in Pine Hall Computer Lab from 9:00 a.m.-11:00 a.m or from 2:30 p.m.-4:30 p.m. On Wednesday, January 31, there is another Intermediate Workshop being held from 9:00 a.m.-11:00 a.m. in Pine Hall Computer Lab.** To attend these classes you must have attended the basic session and bring all materials with you to work on your own webpage.

Also on **Wednesday, January 31, there is an Intermediate (Designers Only) class from 3:15-5:00 p.m. in Pine Hall Computer Lab.** To attend this class, you must have designer access. It is designed to help with form creation and utilizing Dreamweaver to import more advanced programming into Contribute.

NEWS NOW

New Changes to the Faculty & Staff Meal Plan Program

With so many exciting places to eat on campus, Dining Services is now offering a pre-paid meal plan to all faculty and staff. For every \$25.00 you deposit on your Faculty/Staff Dining Account, Dining Services will give you a FREE meal coupon. The coupon is valued at \$6.25 and you can use at any of the eight locations. For more information on the Faculty/Staff Dining Account or to deposit money into your account, please contact Diane Westberry in the Palms Dining Center Meal Plan office at 333-5988.

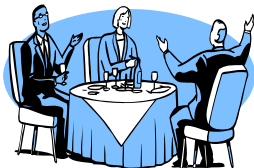
Customer Service Initiative for 2007

FASTER. FRIENDLIER. EASIER.



Rebecca Murphy, Assistant Director of Human Resources, Employee Development, was chosen as the Customer Service Champion for Valdosta State University back in the spring. It was in support of Governor Sonny Perdue's Customer Service Initiative in which he has created a state-wide goal of becoming the "Best Managed State in the Nation by 2007." The Governor also stated, "Georgia will have the Best Customer Service of any State in America." For 2007, the focus is on "four shared standards of service: GREET, LISTEN, HELP, HONOR." Here are a few tips on how to serve our customers: "Greet customers promptly and courteously. Listen with respect. Be helpful. Treat them the way you wanted to be treated. Honor your commitments in a timely manner."

Lunch & Learn: Beyond Fad Diets



The Lunch-n-Learn session schedule for Friday, January 26th has been cancelled. It will be rescheduled for a new date in March.

The next Lunch-n-Learn is on February 23rd. The cost is \$7.19 cash or a Meal Plan. Space is limited. Please call 229-259-5105 or email Becky Murphy at rbowes@valdosta.edu to reserve your seat!

COSA's Meets February 13th.

Council on Staff Affairs meets the 2nd Tuesday of each month. Meetings are held in the University Center Rose Room beginning at 9 a.m. The next meeting is scheduled for February 13th. Guests are welcome to attend the monthly meetings.

Employee Training Opportunities for February

Please consider participating in one of the many professional development opportunities available in February. Encourage your employees to participate as well. Remember that one of your 5 strategic planning goals for the entire university is to enhance employment development!

Defensive Driving

Date: February 7

Time: 9:00 a.m.-12:00 p.m.

Location: UC Rose Room

Preparing for College—Graduate

Date: February 13

Time: 3:30p.m.-5:00 p.m.

Location: UC Rose Room

Preparing for College—Undergraduate

Date: February 13

Time: 1:30 p.m.-3:00 p.m.

Location: UC Rose Room

Proofreading and Grammar

Date: February 14

Time: 1:00 p.m.-3:30 p.m.

Location: Library 3rd floor, room 3270

ACKNOWLEDGEMENTS & ACCOMPLISHMENTS

Please Some of Our New Divisional Employees

WELCOME

Please welcome Cathi Storey, Barry Futch, and Stephen Manning to the department of Environmental and Occupational Safety. Cathi is the Administrative Secretary to the Director of Environmental and Occupational Safety. She graduated from VSU with a Bachelors of Fine Arts. While a student, she worked in Human Resources, Financial Services as well as the office of the Vice President for Finance and Administration.

Barry Futch and Stephen Manning join the department as Exterminator and Safety Technicians. Both were transferred from Plant Operations. Some of Barry's duties include: phone inspections, elevator inspections and fire extinguisher inspections. He is also a certified operator for pesticide applications. Stephen spent the past 11 years working for Plant Operations. Several of his duties include: building safety inspections, emergency phone inspections, and fire extinguisher inspections. He is also a certified

The office of Strategic Planning and Organizational Development has a new Graduate Assistant, Ryan Gandy. He will be conducting a review of all planning database entries and assisting with daily operating duties. Ryan is working on his Masters of Public Administration degree. He received his undergraduate degree in Criminal Justice from Valdosta State University. As an undergraduate student, Ryan worked for Event Services, served as an Orientation Leader, and was a member of Kappa Alpha Order. When you see Ryan, please welcome him!

COSA Announces Employee of the Semester

COSA announced the five finalist for Employee of the Semester during the December meeting. The finalists were selected from nominations of staff employees sent in from departments throughout the campus. Dr. Zaccari presented each finalist with a certificate. The five finalist were: Shauna Branch, Bookstore; Carla Golden, Auxiliary Services; Valerie Holton, Music; Angie Wills, Student Health; and Winest Zanders, Plant Operations. The Employee of the Semester **CARLA GOLDEN!** Along with her certificate, Carla was presented with a check for \$100.00.



CONGRATULATIONS!!!!



Employee Spotlight– JoAnn Bryant

JoAnn Bryant is the Administrative Secretary for Business Services. In August of 2006, she began her 12th year working at Valdosta State University. JoAnn started her career at VSU working at the Bookstore from 1995 to 1999. Then she worked in Payroll before moving over to Business Services in 2003.

"In the Office of Business Services, there is not a typical day, JoAnn said." "I adapt to everything as it comes across my desk." One of her favorite parts of her job is working with such a wonderful team. "Everyone here is great," she said. "What makes working at VSU so great is there are so many wonderful and unique people on campus."

In her spare time, she loves spending time with her family especially her grandchildren. Also, JoAnn enjoys arts and crafts. She makes angel ornaments, message boards, and every once in a while she likes to crochet or make jewelry. "I love to read inspirational books," JoAnn said. "I also love quotes humorous or serious. I look for wisdom in them."

Welcome and Congratulations !

The following employees have been hired, promoted (*), or moved to new positions since December. The Division of Finance and Administration would like to offer our welcome and congratulations!

<i>Name</i>	<i>Department</i>	<i>Job Title</i>
Kathy Sundin	Informational Tech	Computer Services Specialist
Pamela Vickers	Financial Services	Accountant

We Caught You Caring!



The following people were recognized with *I Caught You Caring Cards* for their exemplary service in the past month!

Evan Boldt Housing
Deborah Reaves Human Resources



happy birthday to you...

Michael Bauer
Glenn Blount
Army Braswell
Kary Bridges
Douglass Cobb
Jerome Collins
Stephen Cooper
Jeanette Crawford
Eloise Cupp
Clarence Dunaway, Jr.
Jack Edwards
Shanika Hezekiah
Minnie Hill
Carolyn Howell
Linda Huffman
Charles Lee
Jason Lewis
John Luke

Stephen Manning
David Roffe
James McKinnon
Sarah Parrish
Pat Rozier
George Rudd
Sonia Spencer
Brandon Sweatt
Vida Thomas
Rene Toups
Dawn Turner
Larry Williams
Tameka Williams
Tameka Woods
Tim Yorkey
Winest Zanders

*Please wish
the following
people a happy
January birthday !*

