

Summer 2005



HAVE YOU HEARD?

an update for the division of business and finance

Monday, June 20th, 2005

NEWS NOW

This is Your Publication — An Easy Anonymous Way to Send News and Ideas!

If you would like to contribute news, questions, ideas, or concerns to *Have you Heard?*, we're just a click away.

Does your department have a **new service or policy** it would like the division to better understand? Has someone recently received **honors**, gotten married, earned **promotion**, or joined your staff as a **new employee**? Do you have a **question or concern** about something you've seen on campus, or is there a **rumor** you'd really like to know the truth about? Do you a **recipe** you'd like to share or a **workplace tip** that we could all benefit from?



Click on this button, on the Business and Finance main webpage (<http://www.valdosta.edu/businessfinance/>) to anonymously email information that could contribute to a story or news item in *Have you Heard?* An electronic form will open up and allow you to submit information directly to us from the web, without using your personal email account.

It's quick, easy and we won't identify you unless you give us your name and request that we do so. We are always looking for ideas for new articles, helpful tips, and explanations to campus rumors. Let us know and we'll share the information with everyone!

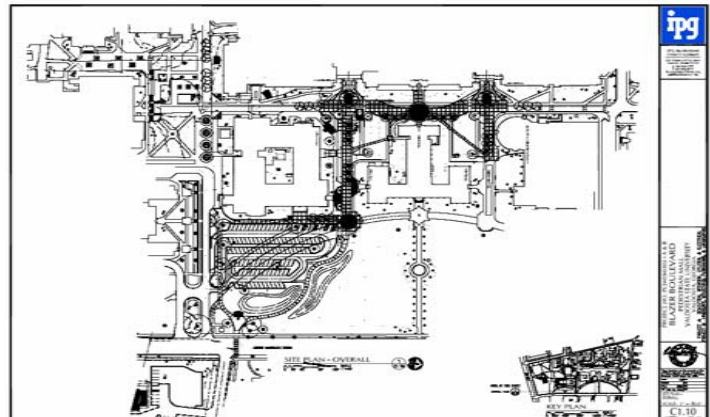
Step into Our Next Century

"Points of Progress" signs will soon be highly visible on main campus as we begin the construction needed to create the Blazer Pedestrian Mall as well as the expansion of parking spaces in front of Nevins Hall and across the street in the Admissions lot. These dramatic changes are in keeping with the goals of our Master Plan and emerged through the strategic planning process. Their major benefit is the enhancement of overall campus safety, but the beauty of our campus and the convenience of its use will also be improved.

"Building for Our Next Century" is an appropriate theme for our centennial celebration; 28 contracted projects are underway on campus! Maps, drawings (like the one below), construction timelines, and alternative pedestrian routing information will be available for each project at: <http://www.valdosta.edu/businessfinance/nextcentury.shtml> and announcements will be made via our listservs, campus signage, and university publications to keep our entire community informed during this process.

Construction brings with it some unavoidable temporary inconveniences. However, during the development of these projects, safety and usability will remain the utmost concerns. Every effort will be made to ensure that construction progresses efficiently with minimum inconvenience to the campus, and that you are as informed as possible.

Your understanding is appreciated and valued!



New VSU Logo — Celebrating Our Centennial in Style!

As many of you are aware, we have a new University logo. It was developed especially to assist with efforts to provide an enhanced visual identity for our organization. The logo features the dome on West Hall and the Spanish Mission-style architectural theme that the University is known for. Official letterhead, campus promotional materials, and vehicles will use this new logo to connect these elements of the campus in a unified way. Architectural work done in the future on campus will continue to emphasize this visual elements.

During our Centennial years, the logo will feature a special caption to help celebrate our first century! This caption reads "Building for Our Next Century" and is a theme that helps us celebrate the accomplishments of our first century while looking toward the growth of the University in our next century. Use of Centennial dates and phrases will be modified periodically and will not appear on parking decals.



Food for Thought

Do you have a recipe that gets raves from friends and family? Would you be willing to share it with your Division of Business and Finance family?



If so, please contribute your favorite recipes to *Have You Heard* and be featured in our upcoming issues.

You have 3 ways to contribute:

- 1 Email the recipe, with your name and department to: cgaston@valdosta.edu or cbc Yates@valdosta.edu
- 2 send it by intercampus mail to: *Have You Heard*, Office of Organizational Dev. and Training
- 3 use our new *Have You Heard* Button on the B&F website!

Changes in Financial Services Computing

You may be aware that Larry Leonard has recently retired from VSU and left his long-time position in Financial Computing Services. His retirement has left a considerable absence in this area and his position is currently in the hiring process. Mike Barnwell is also moving on from his position in the same department in August in order to pursue his doctoral degree. Given the personnel changes to this small, but crucial unit, some organizational changes are also being developed during this transition.

Traditionally, Financial Computing Services has supported the needs of Financial Services by providing programming expertise, queries, and financial data reports. These skilled professionals have reported directly to our Business and Finance unit and worked with Information Technology when necessary. Recently, the Board of Regents has emphasized the importance of unifying computing services under the central supervision of Information Technology. This change allows for a more cohesive and integrated working relationship between the two departments on campus.

To achieve this goal, a "Memorandum of Understanding" will be developed between the Division of Business and Finance and Information Technology. This new organizational structure will maintain Financial Computing Services' current working relationship with our division, while moving their supervision to Information Technology. New employees will be selected by a collaborative effort between the two groups and will work in cooperation with both areas. The Division of Business and Finance hopes that this "memorandum of understanding" might be used in other such contexts at VSU.



Creamy Crock-Pot Chicken (delicious over rice, noodles, biscuits, or toast!)

4 skinless boneless chicken (chicken may be frozen)
1 medium onion, diced
1 tsp chopped garlic
1/2 tsp ground black pepper
1 can cream of mushroom soup
1 can cream of celery soup (fat-free works well too)
8 oz. container low-fat sour cream

1. Layer chicken in bottom of crock pot.
2. Top chicken with onion, garlic, pepper, and 2 soups.
3. Set crock-pot to low and cook for 5-8 hours. (chicken will be done in 5 hours, but can be left as long as 8 without losing tenderness or quality)
4. Spoon out tender pieces of chicken into serving bowl, and whisk sour cream into remaining sauce in the crock pot. Then pour sauce over chicken in serving bowl and enjoy!

Renovations Enhance Customer Service



Business and Finance is joining the rest of campus in a busy summer season of construction and renovation. Renovations designed to enhance customer service and provide better services are underway in two University Center areas. Our Plant Operations staff designed and implemented this work and the changes underway are not only making us more efficient but are a wonderful example of our skilled craftsmen's work!

Financial Services are moving their front door to the lobby area at UC Entrance #5. This change is designed to provide better visibility for students, staff and visitors. They are also making payroll areas more private and handicap accessible. Expect full completion of this project on approximately August 1st.

The Vice President for Business and Finance's office (UC Entrance #5, second floor) is also receiving minor structural updates to provide for a small reception area that gives inner office staff a bit more privacy and improved traffic flow. Please stop by both of these offices to see the exciting changes within our own division!

Hurricane Season Officially Begins

As hurricane season nears there are 13 predicted storms, including 7 Hurricanes, 3 of which will be intense, a category 3 or higher. The hurricane season begins June 1 and continues through November 30. There are 19 counties in Georgia that are at particular risk from hurricanes; these include Brooks, Echols and Lowndes.

Often confused, a hurricane watch and a hurricane warning mean two different things!

hurricane watch = hurricane conditions are possible in your area within 36 hours

hurricane warning = hurricane conditions are expected in your area within 24 hours



Here are some things to do before a hurricane heads your way:

Prepare a **family disaster plan** that includes an **evacuation route** and a **waterproof kit** with: a three-day supply of water and nonperishable food and bottled water; one blanket and pillow per person; a first aid kit, including prescription medicines; emergency tools including a battery powered weather-radio and flashlight with extra batteries; an extra set of car keys; a credit card or cash; copies of insurance information, and special items needed for pets, infants, elderly or disabled family members.

Review your insurance policies for protection against wind and flood damage and **take a complete inventory** of personal property for insurance settlements and/or tax deductions in case of loss (video or digital photos are the easiest and most effective ways to do this).

A little bit of preparedness now can save you a great deal of time and trouble later!

Direct Deposit of Paychecks Becomes Campus Standard

Financial Services is pleased to announce the implementation of another Efficiency Task Force recommendation. This change affects how new employees receive their paychecks and is designed to be more convenient for the employee and to make the payroll business operation run more efficiently.

Effective July 1, all NEW employees will be required to choose 1 of these 2 options in lieu of a printed paycheck:

- \$ Direct Deposit (electronic) of their paycheck into a checking/savings account of their choice.
- \$ Or, lieu of a printed check, employees can receive an ATM card through the Bank of America 'Cash Pay' program. This card will allow them to withdraw their funds as cash on payday.



In addition, any employee can choose to receive their Flex reimbursements and travel reimbursements via direct deposit into their checking or savings account. However, employees must select ONE method for all 3 of the following: payroll, Flex reimbursements and Travel reimbursements.

Financial Services will be communicating more detailed information about direct deposit over the next few weeks. To learn more about Financial Services, go to their website at <http://services.valdosta.edu/financial/>

Financial Services Implements Efficiency Recommendation

Effective July 1, each department will have a designated departmental budget manager and only that manager will have authority and responsibility for signing off on financial matters. No more 3 signatures! This enhancement to the financial process at VSU is a direct result of the Efficiency Task Force recommendations made as part of the strategic planning effort. The Financial Services Office will be communicating more details about this change to campus over the next few weeks.



ACCOMPLISHMENTS & ACKNOWLEDGEMENTS

Congratulations !

The following employees have been hired, promoted, or moved to new positions since the beginning of the May. The Division of Business and Finance would like to offer our congratulations!

<i>Employee</i>	<i>Department</i>	<i>Promotion to</i>
Wendy Carter	Financial Services	Accountant III

Todd Howard Named Representative for the Global Athletic Congress

Todd Howard, VSU Groundskeeper II, was selected to represent the Southeastern Region of North America at the 2005 Global Athlete Congress held June 5-13, 2005, in Panama City, Panama. This event united more than 70 Special Olympics athletes from over 35 countries who speak 11 different languages. Their mission was to discuss issues from competition management to athletes serving a more prominent leadership role in government relations and fundraising. Todd was selected due to his hard work and many years competing in and representing Special Olympics throughout Georgia and the region. Todd took part in conferences and voted on policies, strategies and recommendations affecting Special Olympics worldwide. For the last seventeen years Todd has been balancing his duties as a valuable member of the Greenhouse crew with his commitment to the Special Olympics program. He has excelled at both. When you see Todd, be sure to ask him about his experience in Panama and let him know how pleased we are with his contributions to his community and his distinction as a Global Athletic Congress delegate.



Please wish the following people a happy birthday as you see them this June!

happy birthday to you ...

Collie Jean Alexander	Stephanie Arsenault	Tiffany Lequetor Alford	Joshula Barton	Joan Belflower
Jeffrey Blount	James Bragg	Michael Callahan	Harold Cutlip	Gloria Dave
Evette Michelle Davis	Holly Decker	Phyllis Douthit	Bobby Elston	Jan Fackler
Alicia Fordham	Kimberly Gardner	Mario Guerra	Nakia Hamilton	Diana Hansard
Mary Harris	Judy Hart	Kiwannis Nicole Hawkins	Kias Kay Hayes	Gary Henley Jr.
Elnora Hunter	Shanna James	James Jenkins	Carolyn Lurue Jones	Tajuanna Jones
Trenise Jones	Grace Angella Kelly	Betty Jean Lee	Amelia Erin Mackean	Stephen Maina
Benjamin McCranie	Shannon Lee McGee	Tommye Miller	Chad Mitchell	Dorothy Moore
Tasnim Muhammad	Rebecca Murphy	Thomas Nash	Shalamar Parham	Thelma Jean Parks
William Payson	Landon Perry	Karen Machele Powell	Anne Price	Charles Price
Myria Raines	Rustavious Redding	Amber Rhoades	George Rhodes	Humberto Rodriguez
Ingrid Rondeau Dalton	Martha Schramm	Jason Sininger	Hanna Smith	Samuel Smith
Shikilra Smith	Alyssa Camille Speight	Brandon Spivey	Ryan Teter	Jackie Thomas
Talia Thornton	Rachel Tippins	Edwin Turner	Anna Tyson	Ebony Terez Wade
Teddi Ann Beal Walker	Linda Ward	Keith Washington	Matthew Weaver	Jonathan D. West
Terri Wildes	Celeste Alecia Wilson	David B. Wilson	Timothy Wilson	Siripat Wolf
Wan Woods	Shana Yorkey			