

PUBLIC SAFETY FOR SAFETY'S SAKE

Fire Safety and You

It is now University policy to conduct fire drills in both residence halls and administrative/classroom buildings. When a fire alarm sounds, it is important to evacuate the building regardless of whether it is a scheduled fire drill or a true emergency.

If you are in a closed room when a fire alarm rings, touch the door handle prior to opening the door. Do not open the door if the handle is hot. A hot door handle may indicate fire on the other side of the door. If the door handle is not hot, then open the door cautiously and check for smoke or fire before venturing out. You may help keep the fire from spreading and protect your valuables from smoke damage if you close doors behind you. Exit the building quickly before phoning for help and do not look for other people or gather material things. If you come upon dense smoke, drop immediately to the floor and crawl. Smoke can contain toxic chemicals. Head for the nearest stairwell. Never try to use an elevator during a fire alarm.

If for some reason you cannot get out, then go to a window and get someone's attention. If smoke is present, remember to stay low.

Take the time to review the fire evacuation route maps located at the entrance of each administrative/classroom building.

Reminder

In the event of a police, fire or medical emergency, on campus call **9-911**. For all other situations, call Public Safety directly at ext. 4141.

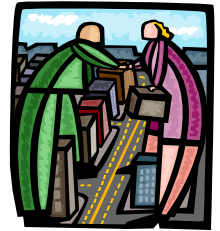
ADMINISTRATION & BUSINESS AFFAIRS (ABA) DIVISION WEBSITE

An ABA division web page has been added to the SVSU website. In addition, preliminary web pages are now operational for each of the departments within the division. The site is intended to present general information on each department and the services provided, answer frequently asked questions, and provide access to forms and services available on-line. The web page content will continue to be developed. Please contact the Controller's Office at ext. 4350 if you have recommendations for information that would be helpful to have available on-line.



REORGANIZATION

To provide a higher level of service to stakeholders while increasing efficiency, some divisional changes have been made. University Housing and Auxiliary Services, a new department that integrates the bookstore, food services, housing and TheCard, has been established to meet students' needs more effectively. Ron Portwine has been named director of this department. In addition, Connie Schweitzer has been promoted to director of Purchasing. In this new role, Connie will focus on the optimization and efficiency of purchasing activities. Dale Irish, director of Business Services, will be responsible for telecommunications and risk management. In addition, he will utilize his skills to develop major procurement strategies for the University.



DID YOU KNOW...

...SVSU receives 15,000 pieces of mail daily? In addition, 2,000 pieces of mail are sent daily by the University, including internal and external deliveries.

...SVSU had its largest concessions sales record ever at the Grand Valley football game this past October? Over 1,100 hot dogs, 1,200 cups of hot cocoa and 600 brats were sold. In total, over 6,200 concession items were sold at the game.

...SVSU issued 2,378 W-2's for calendar year 2002?

...SVSU utilizes 67,316 general ledger accounts to maintain University financial information?

...approximately 80% of regular employees utilize direct deposit?

...the average monthly utility (electric, gas, water & sewer) bill for the university is now \$176,600? You can help reduce the cost by turning off electrical appliances, PC's and lights when you are out of the office for the day.



CAMPUS FACILITIES

Under Construction

The Michigan Department of Transportation will begin construction of a four-lane boulevard on the west front of campus to replace the existing M-84 roadway this spring. To accommodate this project, the main entrance on M-84 will also require reconstruction. In addition, the U.S. Fish and Wildlife Service has awarded the University a grant to plant native grasses and wildflowers between the new paved hiking/biking trail on the west side of campus and M-84. The planting will stretch from Pierce Road on the south to Beattie Pool property on the north. The other major construction projects underway remain on target.



Work Safety Committee

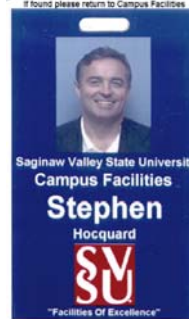
Campus Facilities has established a Safety Committee. The committee focuses on facilities-related work safety issues such as safety training, personal protective equipment use, review of accident/incident reports, job safety analysis, etc. Contact Campus Facilities if you have safety issues or suggestions.

The Safety Committee would like to remind everyone to wear shoes with good grip for winter conditions. Some slip-and-fall incidents have been helped along by high heels, leather soles, etc. Improper footwear, slippery conditions and a person in a hurry are a dangerous combination.

The Safety Committee also gave the following fire protection tip: boxes should be stacked no closer than 18 inches from the ceiling in rooms with fire protection sprinklers.

ID Badges

Campus Facilities employees have new uniform shirts and identification badges. The new shirt colors are red, blue or white. The picture ID badges include the employee's first and last name, and department title and mission statement.



The standardizing of uniforms and the wearing of badges will help promote identification and verification of Campus Facilities personnel. With more students living on campus and attending SVSU, security has become a more pressing issue.

On-Line Purchase Requisitions

It's coming - the Purchasing Department is in the process of implementing on-line purchase requisitions. Rather than moving paper, the on-line requisition will be automatically forwarded to account managers for approval and to the Purchasing Department for processing. On-line requisitions are being tested in select departments and will be rolled out on a department-by-department basis throughout the calendar year.

Employee Assistance Program

SVSU is utilizing a new employee assistance program provider effective January 1, 2003. The new provider, Ceridian's LifeWorks, offers you the following confidential services:

- Phone and on-line access to experienced, professional consultants - people to talk to when you need an answer to a question.
- Face-to-face sessions with consultants on specific issues.
- An award-winning website with on-line articles, workshops, locators, and much more.
- Free booklets, audio recordings, and other materials to help you get the answers you need.
- Referrals to resources, services, and support in your community.
- A commitment to always being there when you have a question or need help.

You can access LifeWorks on-line at www.lifeworks.com (Saginaw Valley State University/user ID: SVSU; password: cardinals), or by phone, toll-free, at 1-888-456-1324.

We encourage all staff to visit this website to learn more about LifeWorks' available resources.

2003 Payroll Considerations and Notes

The beginning of each year is a good time to look at your tax situation and determine whether you should file a new W-4 with ECS to modify your withholding. A few items to consider include a change in the number of dependents, changes in household income other than compensation, and amounts due or overpaid on your 2002 tax return.

The new year is also a good time to review the amount you save for retirement through the 403(b) plan and the 457(b) deferred compensation plan offered by the University. You can save for retirement, while lowering your current taxable income. The general limit for elective deferrals to the 403(b) plan is \$12,000 for 2003. Employees age 50 and over can make additional annual elective contributions of \$2,000 in 2003. In addition, you may elect to participate in the 457(b) deferred compensation plan and set aside an additional \$12,000. The deferred compensation plan also has a catch-up provision for employees age 50 and over. Contact ECS at ext. 7100 for more information.

GM Supplier Discount

SVSU staff are eligible for the GM supplier discount. With this discount, you pay just four percent over the price paid by GM employees. The amount of the discount is predetermined and is listed on most dealer invoices. To learn more about the supplier discount, visit www.gmsupplierdiscount.com or call 1-800-960-3375.