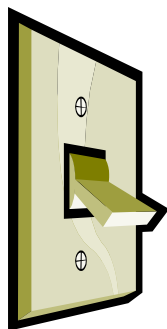


COST-SAVING EFFORTS

In response to current economic conditions and the University's commitment to maintaining low tuition, various initiatives are under way as part of the FY2004 budget to reduce expenditures. The following are some of the cost-saving initiatives on the SVSU campus:

- Electricity and natural gas contracts were awarded on a bid basis this year resulting in significant savings.
- Building temperatures will be adjusted when buildings are unoccupied.
- Corridor lighting will be reduced after buildings close at night.
- Beginning summer 2004, classes will be consolidated into fewer buildings to save energy and reduce custodial services.
- Flat panel computer screens that use less energy are being purchased rather than traditional CRT screens.
- Watt misers were installed on 47 vending machines in order to reduce electrical usage.
- Cable television service will be eliminated in unoccupied student housing units during summer months.
- Group life and disability insurances were bid out; this achieved lower annual premium costs.
- New facilities have been opened without increasing Campus Facilities staff by modifying custodial and maintenance schedules.
- There will be a transition from paper-based systems such as grade distribution, student billings, and payroll distribution to electronic formats which will reduce paper costs, postage and personnel time.



With your assistance, further energy savings can be achieved by:

- Turning off computers and lights when not in use.
- Not using individual heaters or fans.
- Not using residential-style light fixtures with incandescent lamps.
- Turning off printers and copy machines when you leave at the end of the day.

Cost-saving efforts must continue into the foreseeable future. If you have any suggestions for other cost savings, please forward them to your supervisor.

PUBLIC SAFETY FOR SAFETY'S SAKE

The following are highlights of several campus safety activities:

- Several programs related to general safety and critical incident preparedness have been developed. A public safety advisory committee has been established, and a Student Watch program will be implemented. Local law enforcement officials will be assisting with further development and implementation of our Emergency Response Plan.
- As an expansion of the already successful RAD (Rape Aggression Defense) program, Public Safety will be hosting a "RAD for Men" (Resisting Aggression with Defense) program this fall. This program teaches men techniques in protecting themselves from becoming victims and teaches them anger management to prevent assaultive behavior.
- Public Safety personnel will host two upcoming open forums to discuss safety concerns with community members. The forums are excellent opportunities for the department to answer questions and share with community members information on topics ranging from parking to personal safety. Forum dates will be announced soon.

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.

INTERNAL CONTROLS

In 2002 Congress enacted the Sarbanes-Oxley Act in response to a series of highly publicized business failures, allegations of corporate improprieties and financial statement restatements. The Act requires public companies to establish, implement and evaluate their internal controls for purposes of financial statement reporting and operational integrity. The Act also requires companies to formalize policies related to ethical conduct. While the University technically is not required to comply with the Act, the administration and the Board of Control are currently considering many of the recommendations noted in the Act. This fall our auditors, Rehmann Robson, will be conducting a comprehensive risk assessment for the University. They will be contacting many departments throughout campus asking questions regarding current practices and possible risks associated with them. Over the next year we will also be reviewing and formalizing many of our accounting policies, focusing on internal controls and fraud awareness. We will also be working with other departments to review current processes in order to become more efficient.



C-Store Hours

M-F: 7:30 a.m.–2 a.m.
S-S: 10 a.m.–2 a.m.

Java City Hours

M-F: 7:30 a.m.–10 p.m.
S-S: 10 a.m.–10 p.m.





OPEN ENROLLMENT IS HERE !

The annual Open Enrollment for Group Health Insurance and Flexible Spending Accounts is being held September 15 through October 15, 2003 for benefits-eligible faculty and staff. Open Enrollment is the time to review your enrollment status, to add or delete dependent coverage, or to change from one medical plan to another.

It is also the time to determine flexible spending account allocations for calendar year 2004. If you are currently contributing the maximum allowable to either the retirement plan or a tax-deferred annuity, or would like to change the amount you are contributing, you must complete a new Salary Reduction Agreement for calendar year 2004.

An Open Enrollment packet has been mailed to your home. Please review your packet carefully and consider any recent changes in your life that may affect your insurance and benefits needs. Remember, Open Enrollment only comes once a year!

All Open Enrollment changes will be effective November 1, 2003.

If you have any questions, please contact ECS at ext. 4108 or ECS@svsu.edu.

DID YOU KNOW . . .

You can get your personal retirement account information quickly and securely — *any time you like!*

TIAA-CREF's Web Center enables you to access your up-to-date account balances, check on your TIAA-CREF loan, update your personal information, transfer funds, review fund performance charts, and change your investment allocations.

You can see your account totals and bi-weekly payroll contributions for the current quarter and the previous one. A chart showing how much of your account is in each asset class (stocks, bonds, guaranteed, real estate and money market) can help keep your portfolio balanced.

You can also change your beneficiaries and explore a broad range of retirement income scenarios in detail and on demand by using TIAA-CREF's online Retirement Calculations function. The Retirement Calculation function can help you estimate the amount of income you can anticipate using different earnings assumptions and retirement age scenarios.

A user ID and password are needed to access the Web Center. There are instructions on how to create a log-in for first-time users. To use the secure features of the TIAA-CREF Web Center, visit www.tiaa-cref.org.

For additional information, please contact ECS at ext. 7100.

CAMPUS FACILITIES

The Campus Facilities web site has been updated. When you need to submit a work request, you can now enter your SVSU user ID and password to access the system. Students who have a valid user ID may also request work online rather than send an e-mail request. The system will provide users with a request number, status of the request and target date for completion.



A&BA SURVEY

The A&BA Division's Mission Statement says:

"Our commitment is to provide relevant and first-class service to the University community. We are organized to be responsive to the needs of our stakeholders – students, faculty and staff, and all others with whom we interact. Our focus is on both operational and strategic issues."



To achieve our mission, one of our goals and objectives is to develop a good relationship with our stakeholders and to plan and implement service improvements to meet the needs of the campus community and other University stakeholders.

To determine how we are progressing towards achieving this goal, we plan to conduct a customer satisfaction survey in late October 2003. An outside consultant will administer the confidential survey. It will include questions related to all departments in the division. We encourage you to respond and to provide feedback to assist us in evaluating and improving our services.

BUDGET CHECK-UP

Each department contributes to the overall health of the University by effectively managing its budget. The Controller's Office can help you prepare your budget and monitor your account activities. Keep your budget healthy by performing routine check-ups!

General or auxiliary fund budget questions?

Contact Terry Paris at ext. 7137 or tparis@svsu.edu.

XMMI account activity questions?

Contact Jane Anderson at ext. 7132 or jmand@svsu.edu.

XMMI ACCESS AND SIGNATURE AUTHORITY

Please notify Jane Anderson in the Controller's Office of any manager and/or supervisor change on accounts. The request should indicate the account number and the new manager and/or supervisor. The appropriate vice president, director or dean must sign the request.

NEW ACCESS CARD FOR SVSU

The "Name the Card – Design the Look" contest took place in late January 2003. Faculty, staff and students were given the opportunity to rename the SVSU card, previously "TheCard," and design its new look. A committee made up of students, faculty and staff selected the "Access SVSU" name and design from a field of 22 entries. The University began distributing the new card to students for fall 2003. The Access SVSU card can be used to access many services on campus. Options include meal plans to access campus food services; a flex account to access laundry facilities, certain vending machines, food service and the Bookstore; and a picture ID card to access the library, Ryder Center, the new Fitness Center and events; or to cash a check. You may purchase the new card at the Cashier's Office for \$11 and begin to Access SVSU.

