Welcome to Portland State University

Administrative Briefing
Oct. 5th, 2012
Welcome Announcements

Vice Provost for Academic Personnel & Leadership Development, Academic Affairs, Carol Mack
Provost's presentation and the Convocation video

http://www.pdx.edu/oaa/convocation-2012
## Agenda

<table>
<thead>
<tr>
<th>Discussion Item</th>
<th>Presenter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome Announcements</td>
<td>Carol Mack</td>
</tr>
<tr>
<td>New/Revised Reasonable Accommodation/Access Policy</td>
<td>Chas Lopez &amp; Kerry Gilbreth</td>
</tr>
<tr>
<td>Enrollment Management &amp; Student Affairs</td>
<td>JR Tarabocchia</td>
</tr>
<tr>
<td>• Student Health Insurance</td>
<td></td>
</tr>
<tr>
<td>• EMSA Updates</td>
<td></td>
</tr>
<tr>
<td>Advertising for Tenure-Track searches</td>
<td>Eve Nilenders</td>
</tr>
<tr>
<td>Sponsored Projects Administration Org. Update</td>
<td>Dawn Boatman</td>
</tr>
<tr>
<td>Office of Graduate Studies</td>
<td>Beth Holmes</td>
</tr>
<tr>
<td>FADM</td>
<td>Various</td>
</tr>
<tr>
<td>• Introductions</td>
<td></td>
</tr>
<tr>
<td>• FADM Video</td>
<td></td>
</tr>
<tr>
<td>• Onboarding Committee Progress Report</td>
<td></td>
</tr>
<tr>
<td>• DataMASTER II</td>
<td></td>
</tr>
<tr>
<td>• Environmental Health &amp; Safety</td>
<td></td>
</tr>
<tr>
<td>• People Admin 7</td>
<td></td>
</tr>
<tr>
<td>• Conference &amp; Events</td>
<td></td>
</tr>
<tr>
<td>• Transportation Update</td>
<td></td>
</tr>
<tr>
<td>University Advancement</td>
<td>Various</td>
</tr>
<tr>
<td>Closing Remarks</td>
<td>Carol Mack</td>
</tr>
</tbody>
</table>
Reasonable Accommodation Policy

Executive Director of Global Diversity & Inclusion,
Chas Lopez
Associate Director of Benefits, Human Resources,
Kerry Gilbreth
Interim Director, DRC, Phyllis Petteys
Reasonable Accommodation

Office of Global Diversity & Inclusion Reasonable Accommodation Policy
Portland State University has a Policy on Policies to govern the University's policy making process. As policies are either created or revised using this process, they will be listed below.

<table>
<thead>
<tr>
<th>POLICY TITLE</th>
<th>POLICY NUMBER</th>
<th>RESPONSIBLE OFFICE</th>
<th>ADOPTION DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy on Policies</td>
<td>11-01</td>
<td>General Counsel</td>
<td>10/12/2011</td>
</tr>
<tr>
<td>Prohibited Discrimination and Harassment Policy</td>
<td>12-01</td>
<td>Office of Equity and Compliance</td>
<td>4/4/2012</td>
</tr>
<tr>
<td>Reasonable Accommodation/Access Policy</td>
<td>2-02</td>
<td>Disability Resource Center &amp; Human Resources</td>
<td>8/15/2012</td>
</tr>
<tr>
<td>Financial Conflict of Interest Policy</td>
<td>12-03</td>
<td>Research &amp; Strategic Partnerships</td>
<td>8/24/2012</td>
</tr>
</tbody>
</table>

Public Comment

Pursuant to the Policy on Policies, the University provides notice of proposed new or revised University Policies. The University has provided notice regarding the following draft policies and is accepting public comment on such policies until the date indicated.

Please click on the button to the right to submit a comment on a draft policy.
PSU’s faculty, staff, and students are responsible for maintaining an environment for work and study free from discrimination and harassment.

The Office of Equity & Compliance

Discrimination or harassment on the basis of age, disability, national origin, race, color, marital status, veteran status, religion, sex, sexual orientation, genetic information or in the use of Worker’s Compensation, Federal Family Medical Leave Act, or the Oregon Medical Leave Act is strictly prohibited by PSU policy. The Office of Equity & Compliance:

1. Investigates complaints of prohibited discrimination and harassment.
2. Ensures compliance with federal and state equal opportunity laws and regulations.

To file a complaint of prohibited discrimination or request an accommodation click here.

If you are a faculty/staff member requesting an accommodation your request will by processed by Human Resources. For any questions please contact Kristin Smith at 503-725-9680 or kssmith@pdx.edu.

If you need assistance, or an accommodation, to complete either of these forms, please contact the Office of Equity & Compliance by phone at (503) 725-5919 or via email at diversity@pdx.edu. This flow chart will provide an overview of the investigative process for prohibited discrimination and harassment complaints. DSC Investigative Flow Chart.pdf

Policy Links:

- Consensual Emergency Policy
- Equal Opportunity Statement
- Sex and Sexual Orientation Support System Policy
- Prohibited Discrimination/ Harassment Policy (Including Sexual Harassment)
- Reasonable Accommodation Access Policy

Title IX

Title IX of the Education Amendments Act of 1972 states:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

The Office of Equity & Compliance is responsible for monitoring Portland State University’s Title IX compliance.

Portland State University’s Title IX Coordinator is Charles (Chuck) Lopez, Executive Director of the Office of...
<table>
<thead>
<tr>
<th>Policies and Contracts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policies</td>
</tr>
<tr>
<td>Broadband Internet Service Reimbursement Policy</td>
</tr>
<tr>
<td>Clarity Act</td>
</tr>
<tr>
<td>Code of Ethics, Policy, Ethics Guide for Public Employees</td>
</tr>
<tr>
<td>Policy on Outside Employment</td>
</tr>
<tr>
<td>Consensual Relationship Policy</td>
</tr>
<tr>
<td>Driver's License &amp; Criminal Background Check Policies</td>
</tr>
<tr>
<td>Drug Free Policy</td>
</tr>
<tr>
<td>Electronic Communications Policy</td>
</tr>
<tr>
<td>Fragrance Free Value Statement</td>
</tr>
<tr>
<td>QIT Acceptable Use Policy</td>
</tr>
<tr>
<td>QIS Policies and Procedures</td>
</tr>
<tr>
<td>Preventing the Spread of Flu in the Workplace Policy</td>
</tr>
<tr>
<td>Professional Standards of Conduct Policy</td>
</tr>
<tr>
<td>Prohibited Discrimination &amp; Harassment (Including Sexual Harassment) Policy</td>
</tr>
<tr>
<td>Promotion and Tenure Guidelines for Faculty</td>
</tr>
<tr>
<td>PSU Computer Account (Overtime) Expiration Policy</td>
</tr>
<tr>
<td>PSU Telecommuting Policy</td>
</tr>
<tr>
<td>Reasonable Accommodation/Access Policy</td>
</tr>
<tr>
<td>Smoking/Tobacco Policy</td>
</tr>
<tr>
<td>University Closure Policy</td>
</tr>
<tr>
<td>Vehicle Rules for State Drivers</td>
</tr>
<tr>
<td>Wireless Communication Policy &amp; Allowance</td>
</tr>
<tr>
<td>Work/Life Policy</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Internal Management Directives</th>
<th>Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol &amp; Tobacco Policy</td>
<td>Link</td>
</tr>
<tr>
<td>Financial Irregularity Policy</td>
<td>Link</td>
</tr>
<tr>
<td>Gifts, Grants and Contracts Policy</td>
<td>Link</td>
</tr>
<tr>
<td>HIV Policy</td>
<td>Link</td>
</tr>
<tr>
<td>Publicity / Media Policy</td>
<td>Link</td>
</tr>
<tr>
<td>Scheduling and Use of Park Blocks Policy</td>
<td>Link</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employment Laws</th>
<th>Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wage &amp; Hour Laws</td>
<td>Link</td>
</tr>
<tr>
<td>Rest and Meal Period</td>
<td>Link</td>
</tr>
<tr>
<td>Lactation Breaks</td>
<td>Link</td>
</tr>
</tbody>
</table>
At this time, Google Apps (including Google Docs) are not satisfactorily accessible for people who use screen reading software. Please do not use Google Apps in your classes because a student using a screen reader will not be able to access them.

If you are having difficulty with web access, please contact both UCOMM Support and the Disability Resource Center.

Mission

The mission of the Disability Resource Center (DRC) is to collaborate with and empower students who have disabilities in order to coordinate support services and programs that enable access to education and university life. To accomplish this goal, the DRC provides pre-admission and disability counseling, educational training, advocacy and a variety of accommodations for equal access to the educational process and campus life.

Vision

The DRC envisions a future in which everyone, including people living with a disability, is a fully integrated, participating member of their community. We envision a future in which the students we work with have the same opportunities as all PSU graduates to independence, productivity, and a satisfying quality of life.

Values

Our decisions and actions are guided by our values, which are:

- Student focus
- Our aim is to provide the best possible services.
- Respect
- Our behavior recognizes the values, contribution and diversity of individuals.
Enrollment Management & Student Affairs

Student Affairs Outreach Coordinator, Student Affairs,
JR Tarabocchia
New Student Health Insurance

- In 2010-2011 academic year
  - Health Services treated nearly 28,000 students
    - 8,300 were unique visitors
  - Dental Services saw 7,000 student patients
    - 3,000 were unique visitors
  - Testing Services administered tests to 7,061 students
    - 1,400 were unique visitors
  - Counseling Services helped 9,000 students
    - 2,100 were unique visitors
New Student Health Insurance

• **Average Costs Without Insurance:**
  - Doctor Visit: $150 - $300
  - Counseling Visit: $150 - $200
  - Emergency Room: $600 - $3,000
  - MRI: $1000 - $4,000
  - Tonsillectomy: $3,500 - $6,000
  - Pregnancy/Delivery: $7,000 - $15,000
# Aetna Student Plan Benefits

<table>
<thead>
<tr>
<th>Benefit</th>
<th>Coverage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Max per Academic Year</td>
<td>$100,000 ($3,500* out of pocket max)</td>
</tr>
<tr>
<td>Deductible</td>
<td>$0*</td>
</tr>
<tr>
<td>Co-insurance</td>
<td>80% in-network</td>
</tr>
<tr>
<td>Co-pays</td>
<td>$20 per visit</td>
</tr>
<tr>
<td>Prescriptions</td>
<td>$20/$30/$40 copays</td>
</tr>
<tr>
<td>Emergency Room</td>
<td>$150 copay, paid at 80%</td>
</tr>
<tr>
<td>Physician and Specialist Visits</td>
<td>$20 copay, paid at 100%</td>
</tr>
<tr>
<td>Mental Health and Substance Abuse</td>
<td>$15 copay, paid at 100%</td>
</tr>
<tr>
<td>Expense (outpatient)</td>
<td></td>
</tr>
<tr>
<td>Surgery</td>
<td>$100 copay, paid at 80%</td>
</tr>
<tr>
<td>Physical Therapy/Chiropractic</td>
<td>$20 copay, paid at 80% (12 visits)</td>
</tr>
<tr>
<td>Maternity</td>
<td>$20 copay, paid at 80%</td>
</tr>
</tbody>
</table>

* If using Aetna in-network providers
New Student Health Insurance

• Which Students are Eligible?
  o All Domestic students taking 5 or more in-load, non-self-support credit hours
  o All International students taking 1 or more credit hours
  o Summer coverage regardless of graduating, traveling, or taking classes. (Free when Spring is purchased)
  o NO dependent coverage except for International Students. International students can enroll dependents by calling Wells Fargo Student Insurance 800.853.5899.
New Student Health Insurance

• How much does it cost?
  
  - Fall Term (9/20/12 – 1/7/13) = $560
  - Winter Term (1/7/13 – 4/1/13) = $560
  - Spring/Summer (4/1/13 – 9/20/13) = $560 (great news for graduating students)
  - Breaks down to about $140 per month in premiums
New Student Health Insurance

• Students can Waive
  o Students who have a plan that is comparable in coverage may apply for a waiver of the Insurance Plan
  o If approved, students need only waive out one time per academic year
    ▪ However, students have the option of waiving out each term if they have not already done so or if they acquire a private health plan
    ▪ Students who lose their private insurance plan may opt back into the Student Health Insurance Plan by contacting the Insurance Team.
  o Once waived the Student Health Insurance Plan premium will no longer be applied to student’s accounts when registration is processed
New Student Health Insurance

- Students can Waive
  - Online waiver takes less than 10 minutes
  - Students should have insurance information nearby for reference.
  - To Waive Out: [www.pdx.edu/shac/](http://www.pdx.edu/shac/)
  - If waiver is denied, there is an online appeal process
  - The deadline to waive is October 7, 2012

- For PSU staff who transfer their Tuition Reduction Benefit to a dependent:
  - You will need to go through the on-line waiver process
New Student Health Insurance

- Contact information
  - insurancehelp@pdx.edu
  - 503.725.2495
  - pdx.edu/shac

- Christi Ziegler, Licensed Agent and Student Insurance Coordinator
- Nick Walden Poublon, Student Insurance Advisor
- Jessica Cole, Associate Director of the Center for Student Health & Counseling
Other Important Updates
Office Moves - Services Expand

• Career Center and Undergraduate Advising & Support Center have merged into a new office called Advising & Career Services located in 402 USB

• Queer Resource Center has moved to SMSU 458

• Services for Students with Children has moved to SMSU 462

• Student Support Services and TRiO has moved to SMSU 425

• Viking Vets have moved to SMSU 401

• Check out the new offices right upstairs after this briefing
Clean Air Corridor

• Starting in January 2013, area between and including Lincoln Hall to Shattuck Hall will be a clean air corridor

• Purpose is to protect all who live, work, study, or visit the campus from smoke and other pollutants

• For the corridor, this means
  o No smoking
  o No idling vehicles
  o No gas powered leaf blowers
  o No pressure washers
  o No small utility vehicles
Preferred Name in Banner

• PSU supports the use of preferred names for students, faculty, and staff in certain instances, while maintaining the official, legal name required for academic records and data integrity.

• Supports
  o transgender and gender-neutral population at PSU
  o desire for faculty and staff to be known by a professional or published name
  o desire for a casual name reference from the PSU population at large

• Effort was a campus-wide collaboration
New Employees

- Cindy Skaruppa, AVP for Enrollment Management
  - Oversees Admission, Registration & Records, Financial Aid, and Enrollment Communications

- Cynthia Gomez, Director of PSU's Cultural Centers
  - Oversees Multicultural Center, La Casa Latina, and the Native American Student & Community Center
Other Updates

• New residence hall opened: University Pointe
  o ~1,650 students living on campus
  o University Pointe adds ~1,000 beds on campus

• Blumel Hall being remodeled; expected completion is Spring 2013

• Aux Creative has a new name and is now under Housing and Residents Life
  o New name is "Co-Creative"
  o Purpose is to provide campus departments with marketing and communication needs for a fee
  o Contact is Jana Hain, x5-4375, jhain@pdx.edu
Advertising for Tenure-Track Searches: Implications for Foreign National Hires

International Faculty Advisor, International Affairs, Eve Nilenders
Special Handling Labor Certification

• A means to sponsor foreign national tenure-track faculty members for permanent residence

• Need to document that the individual was more qualified than any “US worker.”

• Strict advertising requirements:
  • Ad placed in a national professional journal that contains specific information
Where to Advertise?

• Ad must be in a “national professional journal”
  • *Chronicle of Higher Education* always accepted

• Electronic ads are now allowed; however:
  • Ad must be in an actual journal (not just a listserv or website)
  • Ad must appear for 30 or more days; department must be prepared to document
  • Electronic ads are still untested...
Ad content

- Ad must contain:
  - Title
  - Duties (must mention teaching!)
  - Requirements – please draft carefully
    - If ABD’s considered, ad must state this
    - Leave out preferred qualifications
    - “Experience” required? Let’s talk!

- See checklist for ad requirements: http://oia.pdx.edu/images/isss/SHLC_Advertising_Checklist.pdf
Contact Information

- H-1B, TN, and Employment-based Permanent Residence
- Eve Nilenders, International Faculty Advisor
- nilender@pdx.edu 5-5075

General Information
- International Student and Scholar Services
- Website: http://www.oia.pdx.edu/isss/ 5-4094

Checklist
Sponsored Projects Administration
Organization Update

Director, Research Accounting, Business Affairs
Dawn Boatman
Recommendations from Research Administration Assessments

1. Expand the compliance staff in order to better protect the faculty and the university;
2. Merge pre- and post-award staff into one central research administrative organization;
3. Better coordinate central and college/departmental research administrative staff and procedures, with an emphasis on more consistent training and policies;
4. Acquire and implement an electronic research administrative (ERA) IT system; and
5. Redefine administrative job descriptions to better match the functions required in a modern research university.
RSP Response to Recommendations

1. Created and filled new position, Director of Research Integrity
2. Combined Staff from ORSP (pre-award) and Research Accounting (post-award) into a new Sponsored Projects Administration Office reporting to VP for Research
3. Enhanced Departmental Research Administration – new professional positions in CLAS, GSE, FPA, SBA, and administrative units
4. Selected Kuali Coeus as electronic research administrative system
5. Revised organizational structure of central Sponsored Projects Administration with new job descriptions
Office of Graduate Studies
NEWS FROM OGS – Graduate DARS

All master’s degree graduation audits are now done using DARS instead of GO-12 forms.

GO-12 forms are no longer required for master’s degree students.

Beginning in the 2012-13 AY, OGS will encode all doctoral degrees and graduate certificate programs in DARS.

Graduate DARS website: www.pdx.edu/ogs/dars

For more information on Graduate DARS, please contact Beth Holmes (holmesb@pdx.edu), the Graduate DARS Coordinator.
Finance & Administration

Vice President, Finance & Administration, Monica Rimai
Finance and Administration

• Introductions:
  • AVP Budget and Finance, Budget, Alan Finn
  • Associate Vice President, Human Resources University Policy and Practice, Finance & Administration, Shana Sechrist
  • New University Financial Services
Strategic Onboarding Committee Progress Report
“Research and conventional wisdom both suggest that employees get about 90 days to prove themselves in a new job. The faster new hires feel welcome and prepared for their jobs, the faster they will be able to successfully contribute to the firm’s mission.”

Onboarding Employees: Maximizing Success by Talya Bauer, Ph.D
Committee Charge – March 2012

Create a formal process to fully integrate new employees to PSU. The new PSU Onboarding program will:

1. Facilitate a new employee’s ability to contribute to the University as quickly as possible by providing them with the logistical support they need to be productive from day one.

2. Provide new employees with a comprehensive understanding of the University’s organization, history, terminology and norms.

3. Welcome new employees into the PSU culture, encouraging engagement with and commitment to the University.

4. Help to increase new employee retention rates.
Committee Membership

- Included: Represented/Unrepresented, Faculty, Academic Professionals and Staff.
- Representing: OAA, EMSA, Global Diversity & Inclusion, Advancement Services, President’s Office and FADM.

Talya Bauer - Professor of Business Administration
Theresa Bell - Development Associate, University Advancement
Sandra Burris – Executive Director & Controller, Finance & Admin
Clair Callaway - Coordinator for Administration & Ed Partnerships
Maria Eldred - Assoc. Director of HR - Employment & Emp. Rel.
Liza Finkel - Associate Dean of Graduate School of Education
Kerry Gilbreth - Associate Director for HR, Benefits
Randi Harris – Exec. Assist to the Dean of Undergrad Studies
Ann Harris – Director, Enterprise Information Tech Srvcs, OIT
Craig Haynes – Grant Accountant, RSP
Elda Hernandez – Assist, Vice Provost, Academic Personnel & Leadership Dev.
Membership, cont.

Pam Hutchins - Associate Director for HR & Payroll
Veda Kindle - Senior Assistant Director of Admissions & Reg.
Debbie Kirkland - Chief of Staff, FADM: **Co-Chair**
Carol Mack – Vice Provost for Academic Personnel & Leadership
Robert Mercer - Assistant Dean, CLAS: **Co-Chair**
Sarah Renkens - Director, Transportation & Parking
Velia Robles - HRIS Coordinator
Amy Ross – Executive Assistant to the President
Bob Schroeder - Librarian
Kristen Smith - HR, Leaves Manager
Jahed Sukhun – Director, OIT
JR Tarabocchia – Outreach Coordinator, EMSA
Vicki Thompson – Special Projects, University Financial Services
Mark Wubbold – Sr. Policy Analyst, President’s Office
Committee Findings

- Onboarding at PSU is undefined and inconsistent throughout departments and across university.
- Data gaps and lack of alignment between automated systems slow down hiring process and set the stage for fragmented and incomplete onboarding of employees.
- HR website is difficult to navigate; forms and links are outdated making it difficult for hiring managers and new employees.
- Letter of offer is legalistic, unfriendly and omits pertinent information for first day on the job success.
- A comprehensive thoughtful process is needed to assist our new employees to effectively acclimate to our culture and campus as they begin their work at PSU.
Goals for New PSU Onboarding

- New employees will have the option to register for ODIN email accounts and PEBB benefits enrollment before arriving on campus through the “quick accept” process.

- Outreach from the employee’s new department will be friendlier and actively facilitate integration to their new job and the entire campus through new resources.

- Checklists for managers and employees will be the guide for this new comprehensive approach.

- Onboarding will continue to educate and engage new employees through their 6 month anniversary.

- Hiring managers/supervisors will have support to conduct successful onboarding process through new resources and ongoing training and outreach from the committee and HR.

- Three phase implementation and roll out plan.
Phase 1: COMPLETE

- Updated HR website: Easy-to-find printable lists for hiring managers and new employees.
  - Introduces culture/connections: Dress expectations, department communication, co-worker introductions.
- Letters of Offer: New friendly welcome letter on page 2 with details about their first day and their first contact. Managers can edit with department information.
- First email in their inbox is now a welcome from President.
- New resources for the employee: Updated campus maps, lists of local restaurants, PSU acronym key.
- Extends process from pre-first day to 6 month anniversary.
Phase 2: Complete 40%

- Changes in People Admin will facilitate automatic access to our electronic systems based on position (i.e. Banner, Drupal, approval queues).
- Video depicting history of PSU.
- Video welcome from President.
- Outreach & training to hiring managers – Fall 2012
  - October Admin Brief Presentation.
  - HRascals presentation.
  - November “lunch & learn” for supervisors and hiring managers.
  - Onsite training by request.

Completion Spring 2013
Phase 3: 20% Complete

Completion date = Summer 2013

- Reduce seat time in New Employee Briefing, include videos,
- "New Hire Guide", benefits Q & A sessions 2x per month outside of the New Employee Brief.
- Online acceptance of Letter of Offer to facilitate timely processing of the new hire from anywhere around the world.
- 'Quick Accept' process to allow access to ODIN email accounts and PEBB benefit selection and enrollment before first day.
- Comprehensive training curriculum for hiring managers to fully implement Onboarding changes at the department level.
- Standing committee will facilitate ongoing improvement to onboarding program.
Call to Action

• Thorough onboarding leads to:
• Higher job satisfaction
• Organizational commitment
• Lower turnover
• Higher professional levels
• Career effectiveness
• Lowered stress
Going Forward....

- The Onboarding Committee will continue their work and make improvements as technology and policies change.

- Suggestions are always welcome—please email Debbie Kirkland, kirkladd@pdx.edu.

- To schedule a training for your department please contact the FADM front desk 5-4444.
DataMASTER II

Associate Vice President & CIO, Office of Information Technology, Sharon Blanton
Status Update

• Finance Focus **Completed 1/12** ✔
• HR Focus **Completed 6/12** ✔
• EMSA Focus: **In Progress – 50% Complete**
• Deans & OAA: **In Progress - Discovery**
• Advancement: **In Progress - Discovery**
Bye-bye Bi-Query Tool

• OIT will cease support and access to the BI Query tool as of 12/21/12
• 90% of all “Canned” Queries Converted!
• To try DataMASTER: datamaster.pdx.edu
Support & Training

• “Intro to DataMASTER Reports” currently offered:
  • oit.pdx.edu/training
Communication

https://sites.google.com/a/pdx.edu/dm2

- Project website, with links to:
  DataMASTER Report Catalog
  New Report Request Form
  BI Query Canned Reports Crosswalk

Stay informed! Join the Google Group:
  oit-datamaster-group
“Self-Serve” Guest Wireless Access

- Provides PSU Guests, Wireless Internet access while on campus
- “Self Serve” – No need for guests to contact the Helpdesk for an account
- Usage is controlled to reduce the impact on Students, Faculty and Staff
- Maintains compliance with the Higher Education Opportunity Act (HEOA)
Additional information and Instructions can be found at: http://www.pdx.edu/oit/guest
Video Conferencing @PSU

www.pdx.edu/oit/video-conferencing

- Google+ Hangouts
- WebEx
- BlackBoard Collaborate
- AVer Video
Environmental Health and Safety

Research Safety

Research grants and contracts expenditures since 2000
Environmental Health and Safety

Research Safety

Radiation Safety Officer

Scott Jaqua
Environmental Health and Safety

Research Safety

Biosafety Programs

Chuck Cooper
Environmental Health and Safety

Research Safety

• Laboratory Safety/Chemical Hygiene

***Lab Coats***
Environmental Health and Safety

Research Safety

Training & Outreach

Heather Randol, EHS Manager
5-9948, hrandol@pdx.edu

Facilities Work Order Center
– 5-2FIX (5-2349)

Facilities Front Desk – 5-3738
PeopleAdmin 7

Maria Eldred
Associate Director for HR,
Employment/Employee Relations
What is PeopleAdmin 7 and what can it do for me?

Online Tool Automating:
- Permission to Recruit
- Fast Track Form
- Application Process
- Proposal to Appoint
- Classified Requisitions
- Search Committee Review

Improvements:
- Faster Approvals
- Actual Transparency & Simplified Navigation
- Reduced Documentation
  - Automatically completes Blue Cards, Search & Screen Reports and Hiring Selection Reports
- Candidate Ranking Capabilities
- Improved Presentation to Candidates
Implementation & Training

• Implementation
  • When the system is fully tested, a Go Live date will be chosen
  • Communications will be sent to all Managers and HRascals with 2-3 weeks notice
  • Including the training opportunities and links for registration

• Group Trainings
  • HR will host many trainings preceding Go Live in computer labs
  • After Go Live, we will host monthly trainings

• Individual Training
  • Deans & Department Chairs can receive individual training
  • Contact your HR Partner to schedule
Conference & Events

Director, Student Union & University Events, Finance & Administration,
Brian Hustoles
Conferences & Events: Reservation Procedures Update

To provide student organizations with priority access to Smith Union event space.

To avoid a monopoly on Smith Union event space by any particular student organization or department.

To balance the need to provide student organizations access to Smith Union while also raising revenue in the interests of minimizing student fees.
Conferences & Events: Reservation Procedures Update

Conferences & Events Reservation Privileges for Student Organizations and PSU Departments | Effective: July 2012—June 2013

**Meeting Room Reservations:** STUDENT ORGANIZATIONS AND SFC-FUNDED DEPARTMENTS may book 20 meeting rooms (small, medium, or large) without charge per term. After exceeding the 20-room limit, the departmental room rate will be applied to each meeting room reservation that follows. DEPARTMENTS are limited to 20 small rooms each term. The limit on meeting rooms can be reached in general, series, or annual reservations.

**Student Ad Hoc Meeting Room Exception**
STUDENT ORGANIZATIONS AND SFC-FUNDED DEPARTMENTS may book any unreserved “small” rooms on a first-come, first-served basis during the week(s) of the desired reservation(s). These bookings will not count against a student organization’s meeting room limit.

**Simultaneous Room Reservations**
(I.e. conferences, tournaments, etc.)
STUDENT ORGANIZATIONS AND SFC-FUNDED DEPARTMENTS may book multiple rooms as part of a one-day event without charge. The meeting rooms included in a “simultaneous” reservation do not count against the organization’s meeting room limit; however, use of a marquee space counts toward the organization’s marquee space limit. Additional days or a second “simultaneous” reservation in the same academic term will be billed at the department room rental fees for each room booked per term.

**General Room Reservations** for single events are accepted up to one (1) year in advance of the desired event date. These can be student organizations’ marquee reservations and count against the organization’s meeting room allotment for each term.

**Series Reservations**
(weekly or bi-weekly meetings with five (5) hour minimum per booking; these reservations count against the student organization’s meeting room allotment for each term)

<table>
<thead>
<tr>
<th></th>
<th>STUDENT ORGANIZATIONS</th>
<th>PSU DEPARTMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reservations accepted</td>
<td>4 weeks prior to term</td>
<td>3 weeks prior to term</td>
</tr>
<tr>
<td></td>
<td>(August 27-31)</td>
<td>(September 3-7)</td>
</tr>
<tr>
<td>Event confirmations</td>
<td>3 weeks prior to term</td>
<td>2 weeks prior to term</td>
</tr>
<tr>
<td></td>
<td>(September 3-7)</td>
<td>(September 10-14)</td>
</tr>
</tbody>
</table>

**Marquee Space Reservations**
STUDENT ORGANIZATIONS AND SFC-FUNDED DEPARTMENTS may book one (1) marquee space per academic term. Additional bookings in a marquee space will be billed at the departmental rate. The limit on marquee space for student organizations can be reached under general, simultaneous or annual reservations.

**Annual Event Priority Reservation Schedule for FY 2014-2015 Events**
Annual events are defined as events that occur annually and have occurred over three consecutive years. Reservations for annual, non-series events will be scheduled by the Conferences & Events Office more than one year in advance of the event date. These reservations count against the student organization’s meeting room and marquee space allotment for each term, if booked in a marquee space.

<table>
<thead>
<tr>
<th></th>
<th>STUDENT ORGANIZATIONS</th>
<th>PSU DEPARTMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email notification</td>
<td>February 4, 2013</td>
<td>February 11, 2013</td>
</tr>
<tr>
<td>Deadline for annual</td>
<td>March 5, 2013</td>
<td>March 8, 2013</td>
</tr>
<tr>
<td>Event requests sent</td>
<td>March 4-8, 2013</td>
<td>March 11-13, 2013</td>
</tr>
</tbody>
</table>

For a complete listing of all Conferences & Events policies and procedures please go to www.pdx.edu/conferences.
I’m FREE for all PSU Students & Employees!
East Side Streetcar Loop NOW OPEN!

To ride the Streetcar just show your PSU Photo ID card to the fare inspector.

You DO NOT need a TriMet sticker or any other decal.
Sorry, not free.
Transit: The Student FlexPass

• Go anywhere, anytime
• Valid on the MAX train, Streetcar, and all bus lines
• $180/term (33% less)
• Discounted daily parking for occasional driving
• Let someone else do the driving
• Read or study on the way in
• Relax and enjoy the city

Other Quick Updates:

• Light Rail Construction
• NEW Bike Garage at SEC & coming soon to MCB
• ‘Pay by Plate’ pilot
University Advancement
Kristin Coppola

Associate VP, Development
Record-Breaking
Simon Benson Awards Dinner

2011: Raised $835,699
2012: $1 million and counting!
Completed Wealth Screening

1,000 donors with estimated capacity of $1 million +
Launched Scholarship Campaign

School of Business Building Campaign
Viking Pavilion Campaign
Giving to PSU FY 2009-12
(in millions)
Number of Major Gifts ($100K+)

- FY 08-09: 13 ($6M)
- FY09-10: 20 ($6.2M)
- FY 10-11: 26 ($8.9M)
- FY 11-12: 32 ($10.2M)
Major Gifts as % of Overall Giving (in millions)

<table>
<thead>
<tr>
<th>Year</th>
<th>Major Gifts</th>
<th>Miller Gift</th>
<th>Other Gifts</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2008-2009</td>
<td>$12.82M</td>
<td>$5.0M</td>
<td>$5.0M</td>
<td>$23.84M</td>
</tr>
<tr>
<td>2009-2010</td>
<td>$12.84M</td>
<td>$5.0M</td>
<td>$5.0M</td>
<td>$23.84M</td>
</tr>
<tr>
<td>2010-2011</td>
<td>$15.7M</td>
<td>$5.0M</td>
<td>$5.0M</td>
<td>$25.7M</td>
</tr>
<tr>
<td>2011-2012</td>
<td>$19.7M</td>
<td>$5.0M</td>
<td>$5.0M</td>
<td>$29.7M</td>
</tr>
</tbody>
</table>
Tom Bull

Executive Director Alumni Engagement
PORTLAND STATE OF MIND

OCTOBER 4-14
ONE CAMPUS. ONE CITY.
ELEVEN DAYS OF SERIOUS FUN.
Award Specialist, Research & Strategic Partnerships, Janet Albarado
Direct, OIT, Jahed Sukhun
Employee Giving 2011-2012

- The number of employees who made a gift to PSU: 741, ↑ 9%
- Total support from employees: $971,158, ↑ 40%
- The number of new employee donors: 107, ↑ 18%
- The number of employee donors who were also alumni: 245, ↑ 9%
- The number of employees giving through payroll deduction: 153, ↑ 24%

Source: Office of Annual Giving, University Advancement
2012-2013 Faculty & Staff Campaign Co-Chairs

Janet Albarado
albarado@pdx.edu
5-9652

Jahed Sukhun
sukhunj@pdx.edu
5-3323
Closing Remarks

Vice Provost for Academic Personnel & Leadership Development, Academic Affairs, Carol Mack