

Welcome to the January edition of our divisional newsletter.

There are three ways to access the newsletter. The first, of course, is the edition you are reading, the electronic mail distribution. Secondly, you can also access the full text of the newsletter each edition [here](#).

Finally, each time an electronic version is published, we also print a shortened paper version, to make sure we are connecting with those folks who don't necessarily have computer access. Please feel free to contact me directly whenever you have questions or comments about the newsletter.

OUR DIVISIONAL VALUES

Core Values

Service-Oriented
Student-Centered
Ethical

Other Values

Quality-Centered
Accountable
Innovative

SPECIAL ADMINISTRATION & FINANCE DIVERSITY COUNCIL EVENT

I want to invite you to an important event being sponsored by the Administration & Finance Diversity Council with special guest Dr. Steve Robbins. It's **Tuesday, March 27** from 2:30 – 4:30 in the Festival Grand Ballroom.

Dr. Robbins takes a very unique and helpful look at human behavior from a scientific approach so that we can understand our differences, value each other, and be open to the kind of new ideas that will help us succeed together into the future. He's really unlike anyone you've seen.

To register, go to the MyMadison portal, select "Request Training Enrollment" and register for **Course # TD1624**. Or, if you're unfamiliar with registering for training online, call Training & Development at x84101.

I offer a personal invitation for each member of our division to attend. For more information about Dr. Robbins, go to: <http://srobbins.com/v2/about>

MYMADISON

On Thursday, January 26, J-Ess became [MyMadison](#). MyMadison is your gateway to JMU web information in one location and contains all of the J-Ess functionality you are used to accessing, including Payroll, Banking Information, Personal Information, Leave, Employee Training, Self Reporting and Self Service Web Links. Depending on your affiliation with the university, you may also see a Student tab, Faculty tab, or Advisor tab in addition to the new Employee tab. The J-Ess features you are already familiar with are found on the Employee tab.

If you haven't already done so, once you log into [MyMadison](#), check out the tutorial that explains the different ways you can customize your pages. Departmental training is available. To schedule, contact IT Training by phone at 568-8046 or by e-mail at ittraining@jmu.edu.

Over time, additional information and services will be integrated into MyMadison for faculty and staff. Users who have bookmarked or are used to typing the old J-Ess URL into their browser will be redirected to <http://mymadison.jmu.edu>.

BUDGET/GENERAL ASSEMBLY UPDATE

In December, Governor McDonnell released his 2012-14 biennial budget recommendations to the General Assembly. A 3% bonus for faculty, administrators and classified staff was included in fiscal year (FY) 2013 but on the condition of year-end agency savings in FY 2011-12. Additional language was added requiring an increase in employee retirement contributions of .5% per year. Operating budget recommendations for JMU included the following:

- Base Funding of \$923,917 in general funds (state support) per year
- Degree Incentive Funding of \$1.7 million in general funds per year
- Enrollment Growth Funding of \$1.3 million in general funds per year
- Institutional Specific Funding of \$427,000 in general funds per year for nursing programs
- Base Operating Reallocations of \$2.1 million in FY 2013 and \$3.5 million in FY 2014
- Undergraduate Financial Aid Funding of \$211,445 in general funds per year
- Equipment Trust Fund allocation of \$1.8 million of state supported bonds per year for instructional/academic equipment

Capital project budget recommendations for JMU included the following:

State Funded Bond Projects/Equipment

- Constitution Hall Renovation equipment - \$7.8 million
- Duke Hall Renovation/Addition equipment - \$5.1 million
- Health and Engineering Facility Pre-planning - \$250,000
- Maintenance Reserve - \$6.7 million in the biennium

Auxiliary Funded Projects (University Funded Bonds & Auxiliary Nongeneral Funds)

- University Recreation Addition - \$56.9 million
- East Campus Parking Deck - \$29.6 million
- Student Housing Phase I Planning - \$4.7 million
- Student Health Center Equipment - \$851,000
- Blanket Property Acquisition - \$5.0 million

The General Assembly began on January 11th, and we expect the legislators will make changes to Governor McDonnell's budget before the end of the session on March 10th.

SCHOLARSHIP UPDATE

The Administration and Finance Scholarship is approaching its 8th year and has awarded over \$58,000 to twenty children and relatives of Administration and Finance employees. Nominations are being accepted for the 2012-2013 scholarship program. If you know a student that is a new or continuing undergraduate student at JMU and who is a child or relative of an Administration & Finance employee or who has a demonstrated connection to the division, please consider nominating him/her. The student must be in good academic standing and must file a FAFSA. Please complete the nomination form located at <http://www.jmu.edu/afscholarship/nomination.shtml>.

For more information, please contact Jini Cook at 8-7204 or cookvg@jmu.edu

FACILITIES UPDATE

CISAT Academic 3b – Biotechnology Building

The project is on schedule for substantial completion in April.

Duke Hall Renovation and Expansion

Abatement is underway with construction to begin in May.

Newman Lake

We are awaiting results of the pending legislative decision concerning Dam Safety Regulation changes. The current design is on hold until regulatory decisions are made.

North Campus Transition

- The East Tower swing space (Montpelier Hall) renovation is complete and the designated areas have been approved for limited occupancy as swing space.
- The Health Center is occupying the 4th and 5th floors.
- The remainder of the occupiable area is in use by Duke Hall's former occupants, Office of Institutional Research, Public Affairs and ARAMARK.
- The South Tower demolition is complete and the project is being closed out.

North Campus West Tower Renovation

Abatement is underway with construction to begin in September.

Rockingham Cooperative Farm Bureau

- The demolition permit has been applied for.
- Asbestos inspection and design has been completed and abatement activities are underway.
- Demolition and storm water design has begun.
- The anticipated abatement completion is March, with demolition to follow as soon as permitting and procurement of demolition services is completed.

University Park (Port Republic Road)

Progress is being made with completion still set for early summer.

Wine Price Basement

- The Printmaking and Jewelry Making project is substantially complete and occupancy has been granted by BCOM.
- The Training and Development Training Center design is nearly complete and has been sent to BCOM for comments. We are on schedule for early March construction start, with completion by June.

TRAINING OPPORTUNITIES

Communication Introduction, Course# TD1111

In this session participants will: Use essential communication skills when interacting with others; Enhance communication skills; Identify barriers to effective communication; and Gather information through effective questioning and listening techniques. **Presented by:** Dr. Toni Whitfield, Associate Professor of Communication Studies & Jessica Tormena, Training and Development Student Assistant **Session Information:** Wednesday, February 8, 2012, 9:00 AM – 11:00 AM, in Wine-Price

Engagement and Inclusivity at JMU, Course# TD1620, Intermediate level certificate series.

Individuals wanting to engage in diversity conversations and develop strategies for continued engagement and inclusion of diversity at JMU should enroll in this six-session course. This intermediate diversity series will challenge assumptions and encourage participants to engage in diversity dialogue while focusing on inclusivity. **Presented by:** Judy Rannow and Jennifer Testa **Session Information:** Wednesdays, February 15, April 18, June 20, August 15, October 17, **AND** December 19, 2012, 1:00 PM - 4:00 PM, in Wine-Price

UNIVERSITY WIDE NEWS

Feb. 1: The Harlem Symphony Orchestra Chamber Players, 8 p.m. Thursday–Saturday, 2 p.m. Sunday, Concert Hall, Forbes Center for the Performing Arts. For tickets, visit <http://www.jmu.edu/JMUarts> or call (540) 568-7000.

Feb. 10: Livingston Taylor, 8 p.m., Concert Hall, Forbes Center for the Performing Arts. For tickets, visit <http://www.jmu.edu/JMUarts> or call (540) 568-7000.

Feb. 12 and 14: Valentine's Day Horse Drawn Carriage Rides, 1-4 p.m. Sunday, 5-8 p.m. Tuesday, Edith J. Carrier Arboretum: Enjoy an afternoon or evening ride to celebrate Valentine's Day; advance registration required; for more information, contact the arboretum at (540) 568-3194 or visit [JMU Arboretum](#).

Feb. 12-14: Valentine's Day Walk-In Indoor Blooming Plant Sale, 1-4 p.m. Sunday, 8 a.m.-5 p.m. Monday and Tuesday, Frances Plecker Education Center, Edith J. Carrier Arboretum: Shop from a selection of blooming potted plants; for information, contact the arboretum at (540) 568-3194 or visit [JMU Arboretum](#).

Feb. 21-26: "Sweeney Todd: The Demon Barber of Fleet Street," 8 p.m. Tuesday-Friday, 2 and 8 p.m. Saturday, 2 p.m. Sunday, Mainstage Theatre, Forbes Center for the Performing Arts. For tickets, visit <http://www.jmu.edu/JMUarts> or call (540) 568-7000.

March 5-9: Spring Break Classes do not meet.

March 16: James Madison Day

March 13: Ladysmith Black Mambazo, 8 p.m., Mainstage Theatre, Forbes Center for the Performing Arts. For tickets, <http://www.jmu.edu/JMUarts> or call (540) 568-7000.

April 4/5: President Elect Jonathan Alger to meet with faculty, staff and students - TBD

April 30-May 4: Final examinations.

May 4: Graduate Commencement.

May 5: Undergraduate Commencement.

ATHLETICS

Congratulations to all of the Administration and Finance division for the successful opening of the renovated Bridgeforth Stadium this past fall. This was truly one of the greatest team efforts, as there were so many areas that contributed throughout the entire process leading up to the opening game and throughout the season. From the work of Facilities Management in the construction, maintenance and housekeeping in the stadium to the Procurement unit handling everything that had to be purchased for the stadium. Dining Services did an outstanding job in providing all the various food areas and concessions throughout the stadium, while Public Safety ensured a safe game environment. Parking Services did great work in helping accommodate 25,000 fans each Saturday on campus, while Information Technology and Telecom made sure that the stadium had the top level of communications in it. This was truly one of the great team efforts in making a great experience on our campus for five Saturdays this fall.

Women's Cross Country captured the CAA Championship, placing three runners in the top six led by junior Katie Harman who won the individual title and took home Most Outstanding Performer of the Meet honors.

Men's Soccer earned an at-large berth to the NCAA Soccer Championship after finishing as the CAA Regular Season Champion. In the NCAA Tournament, the Dukes had a first round bye and then defeated Wake Forest at home, 2-0, in the second round of the tournament before falling to No. 2-seed UConn in

the round of 16. Head Coach Tom Martin was named CAA Coach of the Year for leading the Dukes to the regular season title after being picked to finish eighth in the preseason poll. Junior midfielder Paul Wyatt was named NSCAA Second-Team All-American, while Patrick Innes and Justin Epperson joined him on the All-Region teams.

Football finished with an 8-5 overall mark and returned to the playoffs for the first time in three years. The Dukes earned a heart-stopping victory at Eastern Kentucky in the opening round before losing a tough game at No. 2 seed and eventual national champion North Dakota State in the second round. The Dukes had 11 players earn All-CAA honors this year.

In the fall, JMU Athletics had 10 student-athletes named to the President's List for a perfect 4.0 GPA, while 53 earned a place on the Dean's List with at least a 3.5 GPA.

DINING

Thanks to the work of Dining Services, JMU has been chosen as one of the [Most Vegan-Friendly Colleges](#) in the U.S. This nomination was made based on a number of factors, including both the quality *and* quantity of vegan options available to students on campus as well as feedback from students on the receptiveness and creativity of dining staff.

Dining Services' green initiatives continue to expand. E-Hall has been composting since Spring Semester 2010, and D-Hall began in February 2011, resulting in an overall 25 percent increase in food waste diversion from the landfill in 2011. This year finds the initiative coming on-line at Festival Food Court, with one important difference. While kitchen operations still compost in the same way as in dining halls, students will help determine the program's success. Bins located in the dining area are labeled for either compost or trash, and students are asked to sort their waste into the proper bins.

Dining Services has partnered with the university to provide an opportunity for Hospitality & Tourism Management (HTM) majors to combine academic experience with knowledge of the hospitality industry. With the leadership of Teaching Assistant Ellen Callahan, guidance from our management and staff, and first-hand experience in the units, externs are developing management skills, learning about ARAMARK and the benefits of working for a Fortune 500 company, gaining marketable skills, and learning about the hospitality industry as a potential career. The spring semester class has been expanded and currently has 72 students enrolled in the program.

CONGRATULATIONS

Congratulations to Amanda Echterling in Procurement who won a professional scholarship from the Virginia Association of Governmental Purchasing (VAGP). She won the J. Brad Oakley Scholarship. Also, Kelly Okken in Procurement was elected VAGP president.

PROGRAM REVIEWS

As of this month, the following people are involved in leading program review efforts: Dick Johnson, Mack Moore, Lee Shifflett, Kevin White, Dale Hulvey, Becky Hinkle, Jeff Bourne, Mary Helmick, Jennifer Testa, Robin Bryan, John Knight, Tammy Woods, Towana Moore, and Cynthia Page

These units are in the process of undergoing program review: Duke Club & Marketing, Desktop Services, Athletics Equipment Operations, Network Security & Engineering, Parking, Housekeeping & Maintenance, and the University Business Office.

NOTE OF GENEROSITY

The following note came from Linda Combs in the University Business Office.

Just wanted to share a wonderful story. A man from Staunton called me several weeks ago to ask how to make an anonymous payment to a student account. He said that the student was an acquaintance who had graduated from JMU as an undergrad and honor student and started (in the summer of 2011) in a grad program to be a teacher. Her parents have no money and he wanted to help her. I explained that the only way it could be anonymous was if he brought me cash. He asked how much the total tuition would be. I told him it depended on her program and grad programs varied by hours required – but gave the per hour rate of tuition.

He had a conversation with her, asking about her program and her progress, how long it would take her, etc. He found out she had 31 more hours for completion. He multiplied the rate per hour by 21 and just brought me \$11,597 in cash today to pay toward her account. Wish all our stories had that kind of ending!

Linda Combs

OUR VISION: CUSTOMER SERVICE

Our success in pursuing our customer service vision is always reflected in the letters and e-mails I receive that testify to your great work. I'll close with some of those:

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(To Stephanie Hoshower and Angie Thompson)

Stephanie and Angie,

I wanted to share this with you. The group leader for the Youth Institute Camp came to me this afternoon to tell me about a wonderful customer service experience he had at East Campus Dining Hall last night. He had forgotten to pick up the ice for his group to chill their bottled water. He finally remembered and came to the dining hall at 8:00 p.m. to find Julie Forsythe, manager on duty, about to leave in a car where her husband and baby were waiting for her. When the group leader approached Julie about the ice that he had forgotten, she quickly came to his aide and went back into the building and bagged ice for him. He was very grateful for her help and wanted to let us know of her attention to customer service.

Thanks Julie for taking care of our customers. ☺

Janet Worley

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(To Tony Smith)

Tony,

Just a quick note to compliment you and your staff on an incredible job cleaning up our water mess over the weekend.

We had numerous rooms severely flooded this past Saturday when a water hose in a research lab burst and flooded through several floors. Your group was here promptly and took the problem seriously. Even had a follow-up visit this morning!

To be honest, this morning you can't even tell what an epic mess it was Saturday.

Many thanks from your friends here in Biology! You are appreciated.

Best,

Lon Jarvis

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(To the University Business Office)

I would like to thank you for expediting the refund process on my daughter's account. We are now within a week (hopefully) of receipt of the EFT funds and I will be able to purchase her Biology requirements.

I see the refund process started on 8/31 and today, I do hope they are received by the 7th. If it were not for your office and the Financial Aid office processing everything as you have, we would be in dire straits for the required items.

Bless you and have a great day.

Yada Callanan

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Thanks for all you do.
Charlie King