

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 VALUES

Core Values

Service-Oriented

Student-Centered

Ethical

Secondary Values

Quality-Centered

Accountable

Innovative

CODE OF ETHICS

Our division has adopted a code of ethics to put in writing our commitment to integrity and doing the right thing. You'll find a copy of the code at the end of this newsletter.

BUDGET UPDATE

I'm sure you are well aware of the budget cuts we've experienced in 2008-2009 and those that have been directed for the university for 2009-2010.

In December, the Governor released his amendments to the 2008-10 biennium budget. The operating budget recommendations for JMU included no Instructional Faculty, A&P Faculty or classified salary increases, a base operating reduction of \$11.7 million in 2009-10, and additional undergraduate financial aid of \$635,950. There were two capital project budget recommendations for JMU which included capital project equipment and a property acquisition. The General Assembly will begin to make modifications in January for completion by the end of February. In the meantime, we will work to begin planning for expected cuts to next year's budget. No one likes to go through hard budget times. But we've made it through together before and I am confident we will again.

DIVISIONAL WEBCAST

In November, we published our second divisional webcast. I hope you were able to view it. If so, please give your AVP feedback on whether it is helpful to you. We want to do whatever we can to effectively communicate in our division but, at the same time, don't want to do anything that isn't helpful.

Charlie

I apologize for not sending this earlier, but I want you to know how helpful and informative I find your webcasts. The information is very timely, and I know it addresses a number of topics that can help diffuse the "rumor mill." I am also energized to know that, despite the budget crunch, we are still making headway on lots of projects!

Drew (Davis)

[SCHOLARSHIP](#) UPDATE

Administration & Finance Scholarship Nominations Now Being Accepted

Do you know a new or continuing JMU student who is a child or relative of an employee within the

Division of Admin & Finance or who has a demonstrated connection to the division? Now is the time to nominate him/her for the 2009-2010 Administration and Finance Scholarship. Nominations are due **March 2, 2009** to Jini Cook at [cookvg@jmu.edu/568-7204](mailto:cookvg@jmu.edu) or on-line [here](#).

Administration & Finance Scholarship Concession Stand—A BIG Success

A BIG thank you goes out to the following individuals who worked the JMU vs. Wofford FCS Playoff game on the Saturday after Thanksgiving.

We raised over \$700 that will go directly into the scholarship fund.

- Robin Bryan, IT
- Natasha Butler, HR
- Lisa Coffman, Business Services
- Jini Cook, Business Services
- Becky and Carroll Hinkle, Card Services
- Courtney Hodges, Budget Management
- Steve Kozup, IT
- Mack and Towana Moore, Risk Mgt & Business Services
- Debbie Morris, Facilities Management
- Deanna Ritchie, Facilities Management
- Julie Ruebush, Facilities Management
- Diane Stamp, Budget Management
- Kim and Guy Thompson, HR
- Rose and Bill Turner, Business Services
- Kay and Nancy Wright, IT
- Anthony Mujica, recipient of the textbooks from JMU Bookstore

Stay tuned for more opportunities to volunteer at future events to benefit the Scholarship.

Administration and Finance Scholarship Giving

Gifts made to the Administration and Finance Scholarship Fund are deposited in a *restricted* account at the JMU Foundation and can *only* be used for the Administration and Finance Scholarship. If you have any questions regarding your donation or future donations, please contact Jini Cook at cookvg@jmu.edu or 568-7204.

FACILITIES UPDATE

Port Republic Road Recreational Fields

Design of the new recreation and athletic fields at the Port Republic Road and Neff Avenue continues. The schedule is being accelerated to achieve a site work construction start in early summer 2009.

Stadium Expansion & Renovation

Design, construction and renovation of the existing West (home side) and North (end zone) side facilities to increase the seating capacity and adding support facilities is proceeding with consultants tailoring the design to adapt to the current construction market and to assure start of construction in October 2009.

Steam Plant Expansion

The consultant has been selected and design is beginning on the construction and renovation of the existing Steam Plant, the necessary infrastructure and architectural addition to allow an increase of the JMU steam plant capacity.

CISAT Academic 3b – Biotechnology Building

This project, which consists of the design and construction of a new academic building to house JMU's Biotechnology and related interdisciplinary programs, has had a consultant selected and design is being initiated.

Softball and Baseball Complex

Construction of a new Softball and Baseball Complex on the site of the existing Memorial Hall athletic fields has begun.

UREC Recreational fields

Construction of the new recreation fields behind UREC on the sloped hillside and the old footprint of the modular building has been completed and the fields are in use.

Center for the Arts and Music Recital Hall

The concurrent contiguous projects to construct a new home for the theater, dance and music recital programs continues on schedule for completion the summer of 2010. Related work on Main Street to construct the pedestrian tunnel has been completed.

CISAT Residence Hall

Construction of a new residence hall adjacent to the existing halls at CISAT continues on schedule for completion in June 2009.

CISAT Dining Hall

Construction of a new dining hall in the meadow south of the residence halls is on schedule for a July 2009 completion.

Campuswide Master Plan

The process of creating and documenting a long-range study of campus development continues on schedule for a May 2009 completion.

TRAINING OPPORTUNITIES

The Seven Habits of Highly Effective People Series

This program emphasizes the principles underlying the basic habits of highly effective people and aims to help individuals across a wide range of self-development levels enhance their personal and interpersonal effectiveness. In an effort to make the 7 Habits of Highly Effective People series more accessible University Training & Development is offering a flexible registration series. Please make sure that you are able to attend one session in each of the [courses](#).

Customer Service Basics, Course# TD1110

Learn about customer service basics, what a customer is, who JMU customers are and why customer service is important. Presented by James Carter on Wednesday, January 21, 2009, 9:00 AM – 11:00 AM in USB 102.

Part of the [Customer Service at JMU: EveryONE Makes a Difference](#) series.

JMU Student: Present Demographics, Course# TD1108

Participants will gain a general understanding of who the JMU student is before they arrive to campus, what the JMU student is involved in while at the university and what the JMU student accomplishes once they leave the institution. Presented by Al Menard, Michael Walsh & Frank Doherty on Friday, January 23, 2009, 9:00 AM – 12:00 PM in USB 102. Part of the [Who is the JMU Student?](#) Series

UNIVERSITY WIDE NEWS

January

13-19, 24: Dr. Martin Luther King, Jr. Celebration Week: Sponsored by the Center for Multicultural Student Services; see [individual listings](#) for details.

February

- **17:** JMU Jazz Ensemble and Jazz Band, 8 p.m., Wilson Hall Auditorium: tickets are \$8 and \$10; for ticket reservations, call the Masterpiece Season box office at 568-7000 or 877-201-7543 (toll free).

- **Feb. 24-March 1:** "City of Angels" Musical, 8 p.m. Tuesday-Saturday, 2 p.m. Sunday, Latimer-Shaeffer Theatre, Duke Hall. Tickets are \$8 and \$12; for ticket reservations, call the Masterpiece Season box office at 568-7000 or 877-201-7543 (toll free).
- **26:** "Footloose, the Musical," 7:30 p.m., Wilson Hall Auditorium: Tickets are \$15, \$25 and \$30; for ticket reservations, call the Masterpiece Season box office at 568-7000 or 877-201-7543 (toll free).

March

- **5:** JMU Symphony Orchestra, 8 p.m., Wilson Hall Auditorium: Tickets are \$8 and \$10; for ticket reservations, call the Masterpiece Season box office at 568-7000 or 877-201-7543 (toll free)
- **9-13:** Spring break. Classes do not meet.
- **18:** James Madison Day.

ATHLETICS

JMU's intercollegiate athletics programs have moved to the winter portions of their schedules after several distinguished themselves during the fall season. Particularly impressive were field hockey, football and women's soccer, all of which advanced to NCAA post-season. JMU during the fall also received a favorable graduation rate report.

The field hockey team finished with an 18-3 overall record, the best winning percentage in program history. The Dukers won the Colonial Athletic Association regular-season title with an 8-0 league record and won their third straight conference tournament to advance to the NCAA Championships. The football team finished 12-2 and reached the semifinals of the NCAA Championships after compiling an 8-0 CAA record. Rodney Landers was the Dudley Award winner as the Virginia Division I player of the year, CAA offensive player of the year and second in voting for national player of the year honors. Mickey Matthews was CAA coach of the year and national coach of the year by The Sports Network and Liberty Mutual. The team had nine wins over teams that were nationally ranked at some time during the 2008 season and finished the year ranked third nationally. The women's soccer team finished 14-7 overall and 8-3 in the CAA and reached the third round of the NCAA Championships as an at-large tournament invitee. The team was ranked 19th nationally in the final poll of the season, and junior forward Corky Julien was CAA player of the year and third-team All-America.

The latest NCAA GSR (Graduation Success Rate) and federal Graduation Rate were released together for the first time in October 2008. For athletes JMU had a GSR of 85 percent and a federal graduation rate of 80 percent. The federal graduation rate for all students at JMU was 81 percent. This is the best performance by JMU student-athletes in recent years. The NCAA GSR differs from the federal rate because it factors in transfers. All JMU athletic teams also successfully exceeded the NCAA requirement of 925 on the Academic Progress Rate Report releases earlier in the year.

DINING SERVICES

Look for the special sticker with the green arrows at JMU Dining locations beginning in January. This new logo indicates that waste fryer oil will be recycled into bio-diesel fuel, which is 100 percent biodegradable and burns cleaner than petroleum diesel, emitting far fewer harmful toxins and pollutants into the air.

CONGRATULATIONS

Congratulations to Kelly Okken in Procurement who was elected Secretary of the Virginia Association of Governmental Purchasers. Way to go, Kelly!

Congratulations to Anna Hudick in Facilities Management who has earned the Certified Lighting Designer designation. She received the results of the day long test given by the National Council for Lighting Professionals in December. This is quite an accomplishment. Good work Anna!

I also want to congratulate Win Hunt and his staff on completing the tunnel project on South Main Street. This was a very complex project and took a great deal of planning. Based on my almost daily observation,

the project seemed to go very smoothly with very few problems. I hope Win, his staff, and the contractors know how much we appreciate their hard work and commitment to completing the project ahead of schedule.

PROGRAM REVIEWS

As of this month, the following people are involved in leading program review efforts: Casey Carter, Diane Stamp, Towana Moore, Tammy Woods, Dale Hulvey, Mike Woolman, Brian Charette, Tara Armentrout, Lee Shifflett, Steve Hedrick, Jeff Bourne, Scott Coverstone.

These units are all in the process of undergoing program reviews: PC Services, Training, and Athletics Game Operations, Athletics Sports Media Relations, Athletics Business Operations, FM Engineering/Operations.

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:

Towana (Moore),

In all the excitement and craziness of Saturday evening and night, I just wanted to let you know how helpful the facilities and grounds staffs were all day. They worked so hard and were everywhere! I was overwhelmed by the number of people who showed up to tailgate and your folks just kept coming by, asking if I had enough trash bags, checking back on all of us for hours. I saw crews moving signs, driving trucks, and helping again late night when it was time to clean up our space.

I know from my years of working in Residence Life and from Geoff's work in Athletics how many behind-the-scenes people it takes to run the show. Thanks to all your folks for being so service oriented and showing such dedication on Saturday night!

Go Dukes!

Paula (Polglase)

(To Lee Shifflett)

As a JMU parent of a still teenage daughter, I want to thank you all for the thankless job that a lot of you do! Please know you are appreciated...you really do make a difference. What a great school!

Merry Christmas and a wonderful Thanksgiving!

Lorah Pruette (parent)

Towana (Moore),

I want to share with you the excellent experience that we had with Mary Helmick in procuring the Common Remitter services. Mary stayed on top of the process the entire time, she had to coordinate meetings during a "heavy leave period". She took the time to educate herself on the process of Common Remitting and the university's needs for this service. And, of course, she's a delight to work with. It makes me want to buy more stuff so I can work with her more!

Yohna (Chambers)

Jeff (Bourne),

I want to write as a fan and spectator to say what a great job you and all your people did in hosting the three playoff games at JMU. Being retired and a real fan gives me a different vantage point. Everything from the ticket office to the game day operations from my view point were outstanding. The atmosphere at JMU football games is now one of the fun things I look forward to experiencing.

Congratulations on a great job!

Pat Rooney

Dear Brian (Charette),

This morning, Jennifer (Testa) facilitated the Six Hats session for the College of Business and the Academic Services Center administrative staff. It was a terrific team building opportunity for our group and a great way to start the semester. We always enjoy having Jennifer come over to conduct training sessions. She has such a great style of engaging her audience and always gets rave reviews.

Kim Foreman

Thanks for all you do.
Charlie King

Division of Administration & Finance Code of Ethics

The Division of Administration and Finance is committed to customer service excellence in support of the university's mission. The Division's stated values include:

- Service-Oriented
- Student-Centered
- Ethical
- Quality-Centered
- Accountable
- Innovative

The Division shall provide superior customer service while ensuring proper internal control and maintaining compliance with university, state, and federal laws and policies.

The Division conducts its affairs and administers the university's resources, data, information, and records at the highest level of professionalism and in an ethical manner as to ensure that the tests of public scrutiny and prudent stewardship are consistently met.

The adopted values and work accomplished by the Division are based on high ethical standards, which focus on behavioral choices made in the execution of duties and responsibilities. The James Madison University Division of Administration & Finance professional ethics include:

Trust

Rely on others to uphold their covenants, believe in their ability and willingness to do so, rely on and be confident in the character, ability, strength, and truth of others.

Honesty

Be fair and straight-forward in conduct, refuse to harbor hidden agendas, commit to objective decision making where each individual, unit, or department is treated fairly in an environment free from bias or favoritism.

Integrity

Adhere to the university's values (student-centered, excellence, integrity, and mutual respect) and make decisions based on the greater good to the university and not to the individual. Avoid conflicts of interest by meeting the university's [Conflict of Interest Policy](#).

Respect

Believe that all members of the university community are worthy of high regard and the treatment of all with civility, consideration, and care.

Reliability

Provide full, fair, accurate, timely, and understandable work. Take responsibility for the work and services performed. Be responsive to the needs of the university community.

Due Care

Exercise due professional care in the performance of our work. Treat confidential information as such; adhere to good data stewardship. Diligently protect the data, information, and records of all constituents.

Continuing Education

Continue to enhance our professional competencies by participating in professional development opportunities.

Any violation or apparent violation of James Madison University's Administration & Finance Code of Ethics should be reported promptly to the appropriate Associate or Assistant Vice President.