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The purpose of this newsletter is to provide the College of Nursing's administrators, faculty, and staff information that is informative and useful. Thank you.

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Facilities

Utility Shutdown: Electricity in Nursing Sciences Building will be shutoff on Thursday 11/21/2019 from 1:00 AM until 6:00 AM for routine preventative maintenance.

New Student Advising and SIM Lab Debriefing Space: The Dean, leadership from our Graduate and Undergraduate Advising Offices, and IT met with our Office of Physical Plant Project Manager and an architect to explore options to renovate rooms 214, 215, 216, 217A, 217 and U216 to establish a new Student Advising Center and a new SIM Lab Debriefing room. The purpose of the meeting was to review our needs and the available space. The architect will provide suggestions in the next few weeks. More information will be provided as it becomes available.

Restroom Renovations: The restroom renovations are on hold for now due to budget constraints. We remain hopeful that the restrooms will be updated. More information will be provided as it becomes available.

Water Leaks: The Office of Physical Plant continues with their review of solutions to our water leak problem during heavy rainstorms. In the meantime they are dealing with individual water issues as they occur. Please report any water leaks to Kori or Steve.

Confidential Blue Shred Bags: Confidential shred bags and the confidential shred bin in the 201 mail room are for documents only. We received a warning from the Confidential Shred Program regarding trash in our confidential containers.

Drop off, pick up and parking around the Nursing Sciences Building: Please do not use reserved parking spaces in the front of the building without the appropriate parking permits required for the reserved space.

Finance

SIMBA: The University's new financial system is on schedule to go live on July 1, 2020. Unlike WorkLion, most employees interaction with the new system will be limited. Additional information including training opportunities will be provided as they become available.

Human Resources

Open Enrollment 2020: Benefits Open Enrollment runs from Friday November 1 — Friday, November 15, 2019 at 5:00 PM (EST). Please visit the Penn State Human Resources webpage for more information.

<https://hr.psu.edu/benefits/open-enrollment>

Semester Break: Since December 25th falls on Wednesday, the six closed holidays are December 23, 24, 25, 26, 27 and 30. The University will be open on December 31, 2019, closed on January 1, 2020 and resume normal operations on January 2, 2020. Buildings will be heated on December 31, 2019.

Extract from PSU policy HR34 <https://policy.psu.edu/policies/hr34>

HOLIDAYS:

Each holiday established by the University is intended to give an employee on a 100% FTE appointment the benefit of eight (8) hours of paid time off. Employees with schedules involving longer than eight (8) hour days do not receive additional holiday time and are required to use appropriate accruals to cover for time in excess of eight (8) hours on holidays if they would have been scheduled and are not required to work. Holiday time off benefits will be prorated based on the employee's annual FTE, see HR105.

The following 12 days are established as holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- December 25 and five additional days
- A Personal Holiday

When December 25 comes on these days - The six holidays are:

Day	Holiday Days
Sunday	December 25, 26, 27, 28, 29, 30
Monday	December 22, 25, 26, 27, 28, 29
Tuesday	December 24, 25, 26, 27, 28, 31
Wednesday	December 23, 24, 25, 26, 27, 30
Thursday	December 24, 25, 26, 29, 30, 31
Friday	December 24, 25, 28, 29, 30, 31
Saturday	December 23, 24, 25, 27, 28, 29

Information Technology, Marketing and Creative Services

College Magazine: The annual college magazine has a new look and is now published semi-annually. The fall edition is on our website at: <https://www.nursing.psu.edu/college-of-nursing-publications/>

Information Technology Update: A few months ago, Provost Jones approved funding for the College to update the technology in the Sim Lab as well as rooms 1, 6, 101, 102 and a new Sim Lab debriefing room on the second floor. The Sim Lab update will include a new Laerdal Manikin leasing program called Simulation as a Service that will give us 5 new manikins to start with the option to add more later, new audio/visual technology, and SimCapture a new web-based video simulation capture system dramatically updating our current DVD capture technology. The upgrade of rooms 101 and 102 will include a complete refresh of technology including: new LCD screens, new cameras including a front and rear camera in 101, new touch panel interfaces very similar to other conference rooms in the College and new speaker and microphone systems. This all to enhance the overall experience for our students.

Please take a few moments to see more about SimCapture at: <https://vimeo.com/220365612>

Google Suite: Penn State is partnering with Google and will begin offering G Suite for Education, a host of free applications to students, faculty, and staff that will create opportunities for learning, challenge students to think critically, and help streamline administrative tasks. While G Suite for Education will provide tools to enhance teaching, learning, and research for students, faculty, and staff, when it becomes available in mid-November, Microsoft Office 365 will remain Penn State's official platform for academic and business use, including email and calendaring. Email and calendaring will not be available as part of Penn State's G Suite offering.

Workfront Announcement: In the coming weeks requests for Marketing and Creative Services will change, we are moving to a more structured process for requesting work and processing the work requests internally, which will result in a better customer experience for faculty and staff. More information will be coming soon. We encourage you to use our Marketing and Creative services to ensure branding and coherence for all marketing needs.



Information Technology, Marketing and Creative Services

Poster Printing Service: The College of Nursing now offers wide-format poster printing services for our own faculty, staff, and students. We are proud to be able to provide this service and hope it enables ease and efficiency in work-flow and aides in moving towards our goals as a college.

<https://www.nursing.psu.edu/wide-format-printing/>

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Guidelines

Templates

[Eva's Guideline Template](#)

[Template Style 1 - 24x36"](#)

[Template Style 2 - 24x36"](#)

[Template Style 3 - 24x36"](#)

FAQ

Find the answers to frequently asked questions about our printing process and services [HERE](#).

Submit

[CLICK HERE](#) to submit a file for printing.