Finance and Administration Newsletter

Issue Number: 16   **February 2020**

Facilities

Utilities Shutdown:

Nursing Sciences Building Utilities Shutdown Schedule

From		To		Utilities Affected	Reason
Date	Time	Date	Time		
2/25/2020	5:00 AM	2/25/2020	6:00 AM	No electricity in the Sim Lab (ground floor) for duration of the shutdown.	Install a dedicated special outlet.
2/25/2020	4:30 PM	2/25/2020	6:00 PM	Sprinkler Suppression System will be off but the audible fire alarms will still sound in the event of a fire.	Test the Sprinkler Suppression System.
3/23/2020	6:00 AM	3/25/2020	8:00 AM	The audible and visual alarms will be activated for testing purposes including shutting down building ventilation. No need to leave the building during this time.	Test the Fire Alarm System

Restroom Renovations: The new restroom renovation project for floors 1, 2, and 3 schedule is to have two restrooms renovated each fiscal year. This fiscal year the 1st floor women's restroom and the 3rd floor men's restroom (converted to a women's restroom) are scheduled to be renovated starting after commencement in May and finishing the first week in July. The new restrooms will include timed faucets to encourage the Centers for Disease Control and Prevention recommended minimum of 20 second handwashing. Additional information is available at the CDC website: **https://www.cdc.gov/handwashing/show-me-the-science-handwashing.html**

New Student Advising and SIM Lab Debriefing Space: This week we received approval to hire an architect to prepare a feasibility study to determine our options to renovate the central area of the 2nd floor to create a new student advising center serving our undergraduate and graduate students and a SIM Lab debriefing space. The study will also include relocation of the electrical utilities from the penthouse (4th floor) to the 1st floor and renovation of the penthouse. The Dean and the Project Manager from OPP will be interviewing architects in the next couple of weeks as schedules allow. We will provide updates as they become available.

Rooms 1 and 6: Preliminary planning is underway for renovation of rooms 1 and 6 to convert them to SIM Lab space. We have cost estimates for new wider doors, adding a retractable folding wall to replace the wall between the rooms, equipment, and technology. A start date has yet to be determined.

PennState College of Nursing

Inside this Issue:

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.

Steve Koths (koths@psu.edu)

Facilities (Con't)

Water Leaks: The Office of Physical Plant continues to explore solutions to our water leak problems that occurs during heavy rainstorms. Two areas they identified as needing work is the entrance patio to the 1st floor at the SW corner of the building and the old outdoor handicap ramp to the ground floor. In the meantime they are dealing with individual water issues as they occur. Please report any water leaks to Kori

Painting: Some minor patching and painting will be done during spring break in select offices, the ground floor hallways, and the stairwells. Please let Kori or Steve know if you are aware of other common use areas that need minor patching and/painting.

Human Resources

Human Resources Strategic Partner and Human Resources Consultant: Gerald **(**Jerry) Henry was assigned as our HR Strategic Partner and Megan Houser as our HR Consultant. Lori Propst is still supporting CoN with the current Promotion and Tenure process cycle. Please work with Megan on all other HR issues. On alternate days Jerry and Megan will be in room 222 Nursing Sciences Building, they can be contacted at:

Gerald (Jerry) Henry: GKH2@psu.edu   863-1490

Megan Houser: MNB146@psu.edu   863-1492

Workday Recruiting to Launch March 23, 2020:

"Workday Recruiting is a talent acquisition software application that will help Penn State in finding, sharing, engaging, and selecting the best internal and external candidates for the University. The goal of Workday Recruiting is to replace the current Electronic Job Management Systems (EJMS), refine our recruiting processes, and move towards a strategic talent acquisition model. The project team consists of members from HR, Workday Management Office (WMO), Office of Change Management, Collaborative Solutions (third-party implementation vendor), as well as various Subject Matter Experts (SMEs) from across Penn State. "

Important Dates:	March 6	Last day a new posting can be created in EJMS
	March 11 –22	Blackout period : EJMS will be down as HR completes data conversion from EJMS to Workday Recruiting
	March 14	Workday will not be available for ANY users at Penn State
	March 21	Workday will not be available for ANY users at Penn State
	March 23	Workday Recruiting Goes Live!

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.

Information Technology, Marketing and Creative Services

Ticket Submissions: Below is an overview of how ticket submissions are changing in the near future for both IT and Marketing. More information will come with specifics related to both services as we get closer to the time of go live.

IT Tickets: The college is going through the process of adopting Penn State's service management solution called ServiceNow. This is a zero cost solution offered by Penn State IT that will give us the same ticket tracking functionality we have now, but will allow for better escalations to central IT as well as more robust reporting. We are currently live on this system, if you are currently having any issues with your tickets or the ticketing process, please let Bryan (bmo51@psu.edu) know.

Marketing Tickets: The college is going through a process of onboarding to a new system, Workfront, to help track and manage work for our Marketing and Creative Services team. We are working though system configurations currently and hope to take this live in the coming month as well.

Year of the Nursing Logo: The Year of the Nurse graphic was sent out for use in your email signature if you'd like. Below are links to instructions for adding it, let the Marketing team know if

G-Suite for Education: In late fall Penn State went live with **G-Suite for Education (https://news.psu.edu/story/597797/2019/11/12/administration/googles-g-suite-education-now-available-penn-state-community)** which is Google's free education collaboration suite, which includes many of the tools you may already be familiar with. Penn State's iteration of G-Suite will not include Gmail and calendaring, as Outlook will continue to be the University's official email and calendaring platform. For more information follow the link above.

PSU GO: If you didn't already see, Penn State released **Penn State Go**, the official all-in-one mobile app, delivering single sign-on access to features including Canvas, Penn State email, shuttle bus tracking, campus maps, grades, class schedules, tuition bills via LionPATH, LionCash+, library services, Starfish academic advising, and more. While this app is geared more towards students they are working to develop an employee centered version of this app.

Information Technology, Marketing and Creative Services (Con't)

Iranian Conflict: This might sound like a unusual topic for to bring up, but we were contacted by the University's CIO, Don Welch, regarding the conflict and the impact it has on the Penn State community. It was communicated to us that one of the expected methods of retaliation in response to the killing of MG Solemani is cyber-attack. The most likely way would be to destroy or encrypt files, similar to ransomware but with no way to buy the decrypt key. We know the Iranians have attacked Penn State in the past, so although we are not expecting them to attack again they do know who we are and the DoD research we do. The best protection is to keep our systems patched, ensure that any suspicious emails are reported to Phishing@psu.edu and you do not click on any links or files that seem suspicious. If you are ever in doubt please contact the IT services desk and we can look it over with you.

Microsoft Teams: We wanted to make you aware of a tool that is gaining traction around the Penn State Community called Microsoft Teams or "Teams" for short. This tool is a part of Microsoft's Office 365 suite. Teams is a customizable chat-based team workspace which enables better

- Collaboration

- Communication

- File Sharing (Utilizing SharePoint)

Overall team organization

The IT and Marketing Team has been using "Teams" extensively over the past year as well as other pockets within our college to enhance our communication and work better together. Penn State is the top Teams adopter in the country, so don't be surprised if your peers and other co-workers around the University are utilizing Teams in their everyday work. If you have questions about how to use Teams or what to know more, please ask Bryan.

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PC - **https://support.office.com/en-us/article/create-and-add-a-signature-to-messages-8ee5d4f4-68fd-464a-a1c1-0e1c80bb27f2**

Mac - **https://support.office.com/en-us/article/create-and-insert-a-signature-in-outlook-for-mac-f4d21492-0956-4429-95ad-2769745b539c**