



OFFICE OF FINANCIAL AND ADMINISTRATIVE SERVICES

Issue No. 1, January 2009

FAS Happenings

Welcome to the first edition of the FAS newsletter. This periodic newsletter is a way of keeping you up-to-date on the services and support provided by our unit. Please visit our new comprehensive [Web site](#) for detailed information on all of our service functions.

Thank you.

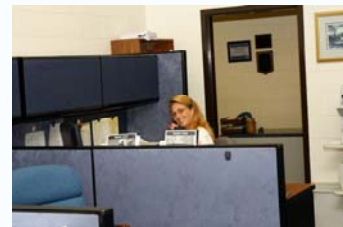
Kathleen Q. Johnson
Vice President of Financial and Administrative
Services

Issue Highlights

- Travel Steps Checklist
- Emergency Notification Systems
- Construction and renovation projects
- Inclement Weather

Budget and Business Office

- Employees with small purchase or travel cards will be issued new Bank of America (Visa) cards at the end of February.
- The VCCS eVA/AIS integration process is due to come online on February 1. This new functionality will significantly enhance AIS budget information by posting an encumbrance in AIS when a purchase requisition is initiated in eVA.
- Monthly workshops on AIS and other Business Office processes and regulations have begun and will continue into the upcoming months.
- A *Travel Steps Checklist* has been added to the College intranet to provide detailed step-by-step instructions on the procedures associated with state travel.



Business Office staff member, Cindy Fauver

[More Details](#)



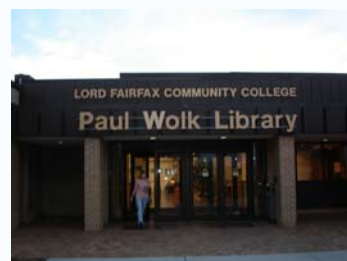
Illustrative Plan for CCDC

- Sitework has begun on the Corron Community Development Center (CCDC), a 32,000 GSF multi-purpose facility that will create additional assembly space, classrooms, and offices for various College units. In addition, the Old Dominion University (ODU) Teletechnet program is partnering with LFCC to occupy a portion of the building, allowing expanded distance learning opportunities. The scheduled completion date is early spring 2010.
- An architect has been chosen and the design phase begun on the Alson H. Smith Jr. Technology Building. This \$1.5 million dollar renovation will improve the existing facilities in order to create exciting new space for existing programs. A working group has been formed with representatives from all units to discuss renovation ideas. This project is scheduled to begin in fall 2009 and be completed by fall 2010.

[More Details](#)

Facilities

- As winter weather is approaching, become familiar with the [College's closing procedures](#). LFCC's philosophy is to try and keep the College open and on a regular schedule. Unless classes are officially canceled, faculty members are expected to keep their scheduled classes. However, emergency situations and inclement weather can mandate the need for changes. Decisions regarding closings or delays will be made for each location based upon the respective situation. In the case of inclement weather, regardless of the decision, all students and employees should use good judgment as to whether or not it is safe to travel.
- Exterior signage at the Middletown Campus Main building entrances was changed. The Welcome Center signage and security desk have been moved to the former Student Success entrance. The former Welcome Center has been restored to the Paul Wolk Library entrance and new signage has been installed.
- The College has stopped ordering bottled water for events. Event organizers wishing to purchase bottled water may use the College's Costco card. Coffee requests are still provided on the Middletown Campus. Please send your request to facilitiesrequest@lfcc.edu.



New signage for Paul Wolk Library Entrance

[More Details](#)

Safety and Security

- In an effort to keep students and employees quickly informed during an emergency, the College has implemented [several emergency communication systems](#).
 - [LFCC Alert](#) is the College's primary notification system with the ability to send out





Safety and Security staff members, Brandon Belland and Katrina Kirby

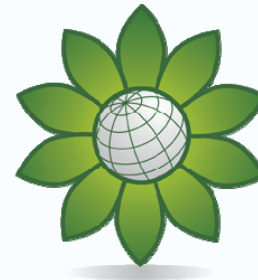
instant messages to user's phones, email, PDAs, and other communication devices.

- PhoneTop is the College's secondary notification system with the ability to send out audio and text messages to the Cisco VOIP telephones in classrooms and offices.
- Finally, the plasma screens all have the capability of displaying audio emergency messages advising individuals to evacuate the premises or to seek shelter.

[More Details](#)

Sustainability

- The College is continually striving to become a more sustainable institution. We are currently recycling and improving our building systems to run more efficiently. Thank you to everyone who has supported these initiatives and are working towards keeping LFCC "green."
- Please remember to check before you recycle. There are certain requirements that must be met when recycling various materials, (i.e., batteries). Items that do not meet these requirements will not be recycled.
- Now that the holidays are over and everyone is busy taking down their trees and decorations, take the time to properly [dispose of Christmas trees](#) and [recycle old outside lighting](#).
- Did you know that in 2007 over a billion cell phones were sold? Cell phones are typically replaced every 18 months, with the majority being upgraded or sold during the holidays. Since cell phones contain hazardous materials, it is important to [recycle your phone](#) and keep it out of the landfill.¹
- Many holiday shoppers this season purchased a new TV, which may include an extra fee to cover the costs of recycling. To take advantage of free disposal options, be sure to find a location that [recycles electronics](#) near you.²
- Video game consoles represent the "fastest growing sector of consumer electronics." With over 60 million sold last year, it is important for consumers to [properly dispose](#) of their old systems that are being replaced.³



¹ www.earth911.com
² lbid
³ lbid

[More Details](#)

Technology Services

- The College e-mail system was successfully upgraded to improve the availability of the system in the event of a disaster.
- Voice-over-IP (VOIP) phones are now installed in





Technology Services staff member, Janet Ping

all of the classrooms at the Fauquier and Middletown Campuses.

- Technology Services and Instructional Technology are working closely to define and refine the tools, technologies and support necessary to enhance the instructional process.
- Wireless capability has now been implemented at the Luray-Page County Center for student access to the public internet. Additional wireless access points have been installed at various locations within the Middletown Campus to increase the signal strength for classes.

[More Details](#)

Comments, Questions, Suggestions? Email atriplett@fcc.edu