

E-NEWSLETTER



COO



EHS



Facilities



HR



IT



Security

JANUARY/ FEBRUARY 2020

OFFICE OF THE CHIEF OPERATING OFFICER

Ask the COO



Are we ready for e911?

Yes, the university is fully compliant with the e911 requirement to be able to identify the building, floor, and room a 911 call is being made from. When a 911 call is placed from a university office phone, our Campus Security staff are alerted to the call.

[Read More Here »](#)

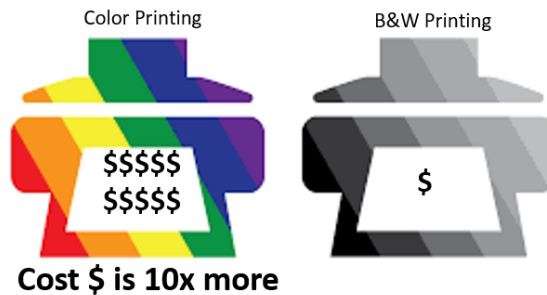
New Default Settings for Printing (using MFPs)

Tips for Saving Ink & Paper

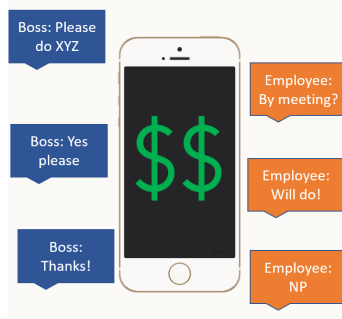


- ✓ Use the back of used paper as scrap paper to take down notes
- ✓ Use single spacing and narrower margins for less important documents
- ✓ Try changing the font or reducing the font size of your document
- ✓ Print only portions of a web page
- ✓ For PowerPoint documents, print multiple slides in one page

The University has moved to default all WesternU multi-function network printers (MFP's) to black and white as well as dual printing in an effort to reduce paper consumption and lower printing costs. Below are some tips for users.



Cell Phone Reimbursement Policy



Our cell phone reimbursement policy is currently under review by the Operations Council. The current policy authorizes supervisors to provide individual's with a stipend that is based on a percentage of their cell phone bill. The amount is left up to the supervisor and can vary dramatically based on the cost of the individuals cell plan. The revised policy will identify the eligibility for a cell phone stipend based on positions, not individuals. The stipend will be a flat monthly rate based on the need for a position to make use of a cell phone during the normal course of their work. Stipend amounts will be based on

incremental use (occasional need to contact away from the desk or after hours), standard use (job duties are mobile and person is not often at their desk), and heavy use (person either travels extensively or must be reachable 24/7). This updated policy, which should be in place by July 1, 2020, will bring the institution in line with industry practices and provide a more equitable reimbursement process.

Environmental Health & Safety

Hazardous Materials and Waste Management policy

If your operating unit has any of the types of materials listed in the [Hazardous Materials and Waste Management policy](#), reach out to EH&S to arrange for pickups or for further information.

EH&S will have monthly safety training materials that all employees are required to review and complete a “test of knowledge” on. The training material will be one to two pages in length and the quiz will have 3-5 questions. This is required by OSHA. More information to follow as we go live.

HIPAA Compliance

To ensure HIPAA compliance, select operating unit staff members who handle protected health information will be required to undergo annual HIPAA training and testing. The University Compliance Office will work with the managers of staff for whom this mandate applies.

Emergency Management

All Operating Units need to review and update their emergency response plans. Remind your staff that they should have a 3-day supply of non-perishable foods and water in their desk/locker.

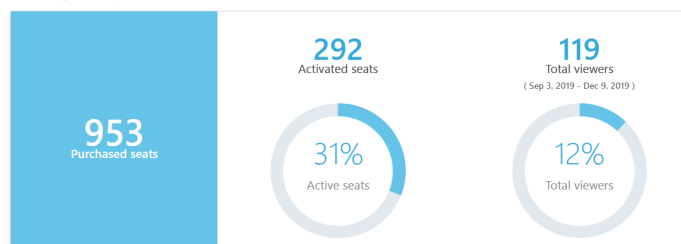
INFORMATION TECHNOLOGY

LinkedIn Learning Statistics

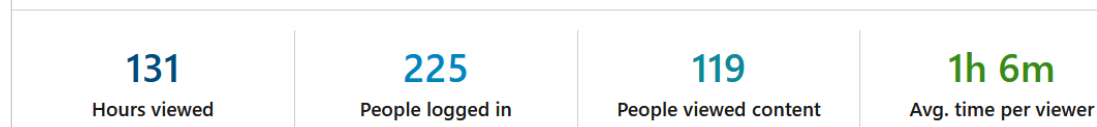
In September of 2019, LinkedIn Learning was launched and replaced Lynda.com. This new platform allows for custom content; users can now create specific content that can include LinkedIn Learning material, internally developed training or other content external from LinkedIn Learning.

Following are the first two months user statistics (September 3rd - December 9th). We encourage all employees to review the list of training modules available.

Learning Activity Ratios [®]



Engagement highlights (Sep 3, 2019 - Dec 9, 2019) [®]



466

Courses viewed

37

Courses completed

2,457

Videos viewed

2,036

Videos completed

34

Custom content
viewed

28

Custom content
completed

CAMPUS SECURITY

Visitors on Campus Policy

The Visitors on Campus Policy is under final review in the Operations Council. Once approved, the university will move to a *closed campus* environment in which most university buildings will remain locked at all times and require card access to gain entry. Buildings that will remain open during normal business hours will include:

- University Services Center (Campus Security/Visitor Center) TBD
- Administration Building (AAC) - 7 a.m. to 5 p.m. Monday-Friday
- Bookstore - 7:30 a.m. to 4:30 p.m. Monday-Friday
- Student Services Center (SSC) - 7:30 a.m. to 5 p.m. Monday-Friday
- Pet Health Center (PHC) - 7 a.m. to 6 p.m. Monday-Friday
- WesternU Health (PCC) - 7:30 a.m. to 5 p.m. Monday-Friday

FACILITIES

Welcome Construction Project Manager



Steve Vega, B.S.
**Construction Project
Manager**

Please join me in welcoming Steve Vega as our new Costruction Project Manager for Facilities & Physical Plant. Steve is a Southern California native from Santa Barbara, CA. He brings 23 years of experience in the Architectural and Construction industry, and has been coordinating & managing projects for 12+ years. He has worked on projects from initial scope development through construction site delivery. Steve has managed multiple project types, including commercial, higher education, and healthcare construction, as well as hospital medical device & networking implementations. Steve likes to foster a team approach to achieve project success and enjoys problem solving though critical thinking strategies and preemptive measures to mitigate impacts. During his leisure time, he enjoys automotive hobbies and self-help tutorials for home projects. In his new role, Steve will be responsible for the project management oversight of capital projects.

Campus Projects

Bartlett Theater





Bartlett Flexible Learning Space is now available for use on Resource Scheduler. Reservations for the space will be given priority based upon the type of room layout and technology needed and the size of the cohort attending. Events that feature student learning will be given higher priority over other events. CETL will be providing training sessions to assist with using the space to its best advantage.

The space features furniture on wheels consisting of 12 reconfigurable tables and a total of 44 chairs. The space can be easily configured into: classroom style seating, theater style seating and multiple small group configurations of seating. The technology consists of 5 screens (4 LCD and one main projection screen) which can all have unique inputs displayed. The room is also equipped with 6 mobile audience microphones and one lavalier microphone. The room is capable of connecting with Zoom for videoconferencing with remote locations. Two cameras provide video for audience (rear facing) and presenter (front facing) views. Additional video capabilities include "green screen" for the front wall and Mediasite capture.

[See More Project Details Here»](#)

Human Resources

Open Enrollment

The final day to make changes to your benefits for the 2020 – 2021 plan year is February 10!

Participation in Open Enrollment is **MANDATORY** for all benefit eligible employees.

Log on to the [BSwift](#) portal to enroll in your medical coverage, confirm all other benefits and review your personal, family and beneficiary information.



New HRA Kaiser Plan

We now have a new medical plan option for 2020: the Kaiser HRA. It is a Deductible HMO that is paired with a Health Reimbursement Account (HRA) that is funded by the University to pay for your healthcare expenses. Here are just a few of the great advantages of the new plan.



Save from \$600 to \$2,400 per year in lower premiums (depending on your coverage level)



WesternU will contribute \$750 for employee only coverage or \$1,500 for family tiers per year to help bridge the deductible gap

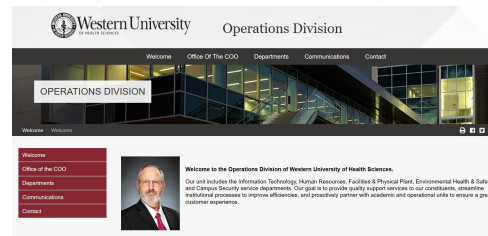
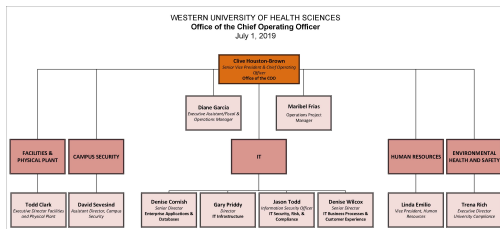


Educational Assistance Program



Preventive services and Prescriptions are not subject to the deductible

OPERATIONS DIVISION



Visit Operations Division Webpage Here
»»»

- ✓ Monthly Unit Updates
- ✓ COO News & Announcements
- ✓ Campus Projects



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