

## *What's New . . .*

April, 2016

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### **Future Business Managers' Meetings**

For your information, future meetings are planned on the following dates:

- June 9, 2016 Learning Resource Center, Pitlyk Auditorium A
  - September 8, 2016 TBA
  - December 8, 2016 Young Hall
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### **ITS Update**

#### **Preparations to Move to Office 365 Continue**

An advisory group of University representatives has been formed to provide scenarios and feedback regarding business requirements of the new faculty, graduate student and staff email and calendar system while ITS evaluates the best implementation plan. Additional answers to frequently asked questions have been posted online at the [Office 365 FAQs page](#). Contact ITS Executive Sponsor Mark Anderson, [markanderson@slu.edu](mailto:markanderson@slu.edu), Project Manager Sharon Biddle-Ferrell, [sbiddlef@slu.edu](mailto:sbiddlef@slu.edu), or the Service Desk, 977-4000, with additional questions.

#### **Technology Satisfaction Survey to be Distributed Tomorrow**

One-fourth of the SLU community will receive the quarterly survey on Wednesday, April 6. It will be available through a link in an email sent via [sendgrid.me](http://sendgrid.me) from David Hakanson, Vice President and CIO.

Participation in this survey provides ITS with critical information regarding technology services. Those who receive a survey are encouraged to take a few minutes to complete it. The feedback received on the survey will guide planning, staffing and spending activities for ITS in the coming year, and it will align ITS Division focus to the technology areas that may be identified as not meeting expectations.

Survey distribution dates for 2016:

- January 27, 2016
- April 6, 2016
- September 6, 2016
- November 2, 2016

Additional information can be found on the [Technology Satisfaction Survey FAQ page](#).

#### **Digital Spring Cleaning Checklist Available**

The National Cyber Security Alliance has created a spring cleaning checklist for your personal computer, mobile devices, files, and online reputation. Learn how to protect yourself, your family, and your devices with these tips and resources. View this checklist at [StaySafeOnline.org](http://StaySafeOnline.org).

### **Human Resources Update**

This is a reminder to send all EPAF related questions and requests to [EPAFHELP@slu.edu](mailto:EPAFHELP@slu.edu) to ensure your emails are answered in a timely manner.

The EPAF Help Google site is updated weekly with a tip of the week. This provides pointers or additional information to get you through the EPAF process. In addition, the [Google Calendar](#) is updated with EPAF deadlines as well during the month.

EPAF Training will be on Thursday, April 28 from 1-2:30PM. Please email [epafhelp@slu.edu](mailto:epafhelp@slu.edu) to register for the class.

## **General Counsel Update**

The Saint Louis University Compliance Hotline is available as a confidential, toll-free resource for anyone with a concern regarding business, billing, and/or ethical practices in his or her department. Anonymous or self-identified reports of any nature can be made to the Hotline at **1-877-525-KNOW (5669)**. Additional information and FAQs regarding the Hotline can be found on the General Counsel Homepage.