

AAASAC MONTHLY NEWSLETTER

FEBRUARY 2024

Diversity Conference



REGISTRATION IS NOW OPEN FOR JMU'S ANNUAL DIVERSITY CONFERENCE. THIS YEAR'S THEME AND DETAILS ARE:

THE TIME IS NOW: BOLDLY DEMONSTRATING COMMITMENT TO DIVERSITY, EQUITY, INCLUSION, ACCESSIBILITY AND BELONGING

WEDNESDAY, MARCH 20, 2024
8:00 A.M. TO 4:00 P.M.

FESTIVAL CONFERENCE CENTER
& ROSE LIBRARY

[REGISTER HERE](#)



WHEN OUR DAYS GET REALLY BUSY, IT IS EASY TO GET LOST IN OUR TASKS AND FORGET TO TAKE CARE OF OURSELVES. EATING, STAYING HYDRATED, FREQUENT MOVEMENT BREAKS, & MINDFULNESS SHOULD BE PARTS OF OUR DAILY ROUTINE! THESE SMALL BUT IMPORTANT HABITS ARE EASY TO FORGET. PUTTING REMINDERS IN PLACE CAN HELP ENSURE YOU ARE TAKING CARE OF YOURSELF!



CONNECT & LEARN



JOIN US AS WE DISCUSS BUDGET AND FINANCE ON MARCH 6TH FROM 3-4:30PM IN THE PATHWAYS ROOM AT WINE-PRICE!

SOME TOPICS WILL INCLUDE:

- BUDGET RECONCILIATION BASICS
- CREATING A BUDGET TRACKING SYSTEM
- TIPS ON CLOSING YOUR STATE E&G BUDGET
- TRACKING PERSONELL IN A BUDGET
- RECONCIING SMALL PURCHASE CREDIT CARD

SUBMIT YOUR BUDGET QUESTIONS AHEAD OF TIME AT ASACHEPLINE@JMU.EDU

DID YOU KNOW?

S/O TO JESS GARMER FOR SENDING IN THIS TIP! CHECK IT OUT! GAME-CHANGING!

"BOOKINGS IS A WEB-BASED TOOL THAT HELPS CREATE APPOINTMENTS AUTOMATICALLY. YOU CAN CUSTOMIZE A BOOKINGS PAGE FOR YOUR OWN OUTLOOK EMAIL ACCOUNT/CALENDAR OR ANY ADDITIONAL DEPARTMENTAL OUTLOOK EMAIL ACCOUNTS YOU MANAGE THAT HAVE CALENDARS.

HERE'S A **SAMPLE USE CASE** IF YOU WANTED TO VISUALIZE WHAT A PUBLIC ACADEMIC UNIT BOOKINGS PAGE COULD LOOK LIKE."

EMAIL YOUR FAVORITE TIPS & TRICKS TO AAASACNEWS@JMU.EDU!

Need help or have a question? ASACHelpline@jmu.edu

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CATERING UPDATES

Beginning March 18th, the minimum charge for a delivery order increases from \$100 to \$150. Orders under this amount will still be accepted under the following conditions:

1. Orders are picked up and will receive a 10% discount
2. Orders will be charged a delivery fee to bring the order to \$150 (an order of \$140 will have a \$10 fee added)



FEBRUARY WACKY HOLIDAYS



FEBRUARY 12TH : CLEAN OUT YOUR COMPUTER DAY
FEBRUARY 19TH : RANDOM ACT OF KINDNESS DAY

FEBRUARY 26TH : PISTACHIO DAY



FEBRUARY 27TH: INTERNATIONAL POLAR BEAR DAY
FEBRUARY 28TH PUBLIC SLEEPING DAY



SURVIVAL TIP

CTRL+C = COPY, CTRL+V = PASTE
CTRL+X= CUT (THE X KIND OF LOOKS LIKE SCISSORS)



SPCC PURCHASING UPDATES

Several emails have recently been sent with information regarding the increase in Aramark's delivery minimum and the removal of the restaurant block on SPCC cards. The new policy will offer a more extensive selection of food and beverage options for events, but will also require additional steps when ordering food.

- All standard rules and regulations apply, including standard per diem rates, orders must be tax exempt, and completion of BMCF.
- Orders **not paid for in person** (online/delivery) must be entered into EVA
- Cardholders are now able to purchase food items **up to \$249.99** without Aramark approval.
- The SPCC is acceptable at restaurants & grocery stores such as Walmart, Kroger, & Martins. However, it **cannot be used** at stores that require a paid membership, including Costco.
- Procurement is working to get local restaurants registered in EVA and will assist departments with this process.
- Departments can ad hoc suppliers until they are officially entered.

For SPCC-related inquiries, reach out to appa@jmu.edu.

For eVA-related assistance, contact askeva@jmu.edu.

Need help or have a question? ASACHelpline@jmu.edu

CALENDAR OF EVENTS

HIGH SCHOOL MUSICAL SEASON

2/22-2/25 Turner Ashby High School
42nd Street

2/29-3/3 Spotswood High School
Anastasia

3/1-3/3 Eastern Mennonite High School
Fiddler on the Roof

3/15-3/17 Cornerstone Christian School
Willy Wonka

**MARCH
6TH
3-4:30 PM**

AAASAC's Connecting & Learning

Budget & Finance

Location: Pathways Room, Wine-Price

**MARCH
11TH-15TH**

Spring Break

No Classes March 11-15

University Closed on March 15th

Want to publicize a campus event? Email us at aaasacnews@jmu.edu.