

The background image is a grayscale photograph of Malibu Hall, a large, light-colored building with multiple windows and a tiled roof. In the foreground, there is a large, dark-colored dolphin statue leaping out of a circular fountain. The fountain has a decorative, shell-like base with water spraying upwards. The scene is set outdoors with some trees and a clear sky.

SPRING MEETING

DIVISION OF BUSINESS & FINANCIAL AFFAIRS

Malibu Hall
March 22, 2017

Agenda

Welcome

Title IX & Inclusion

CI 2025 Updates

Communication

Budget

Recognition & Awards



WELCOME

Ysabel Trinidad

Vice President for Business & Financial Affairs

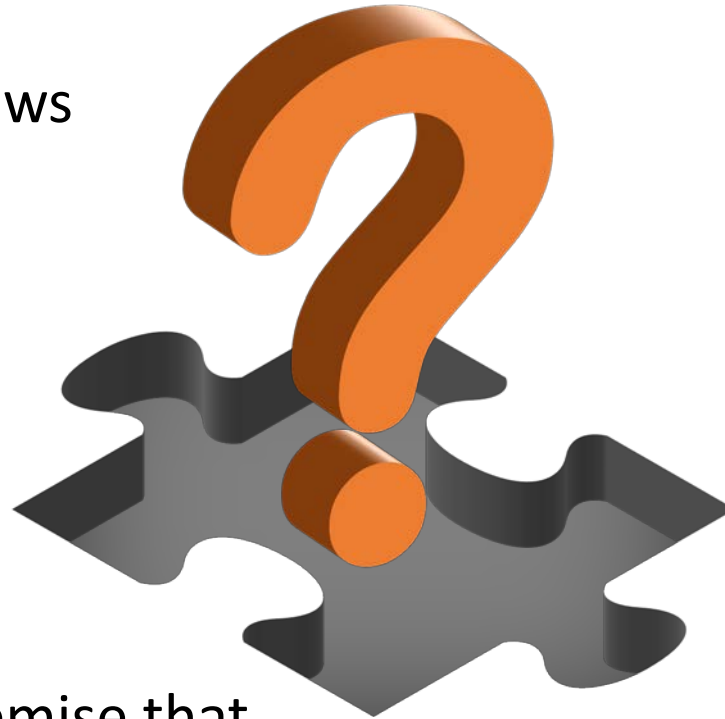
TITLE IX & INCLUSION

Brittany Grice

Title IX & Inclusion Officer

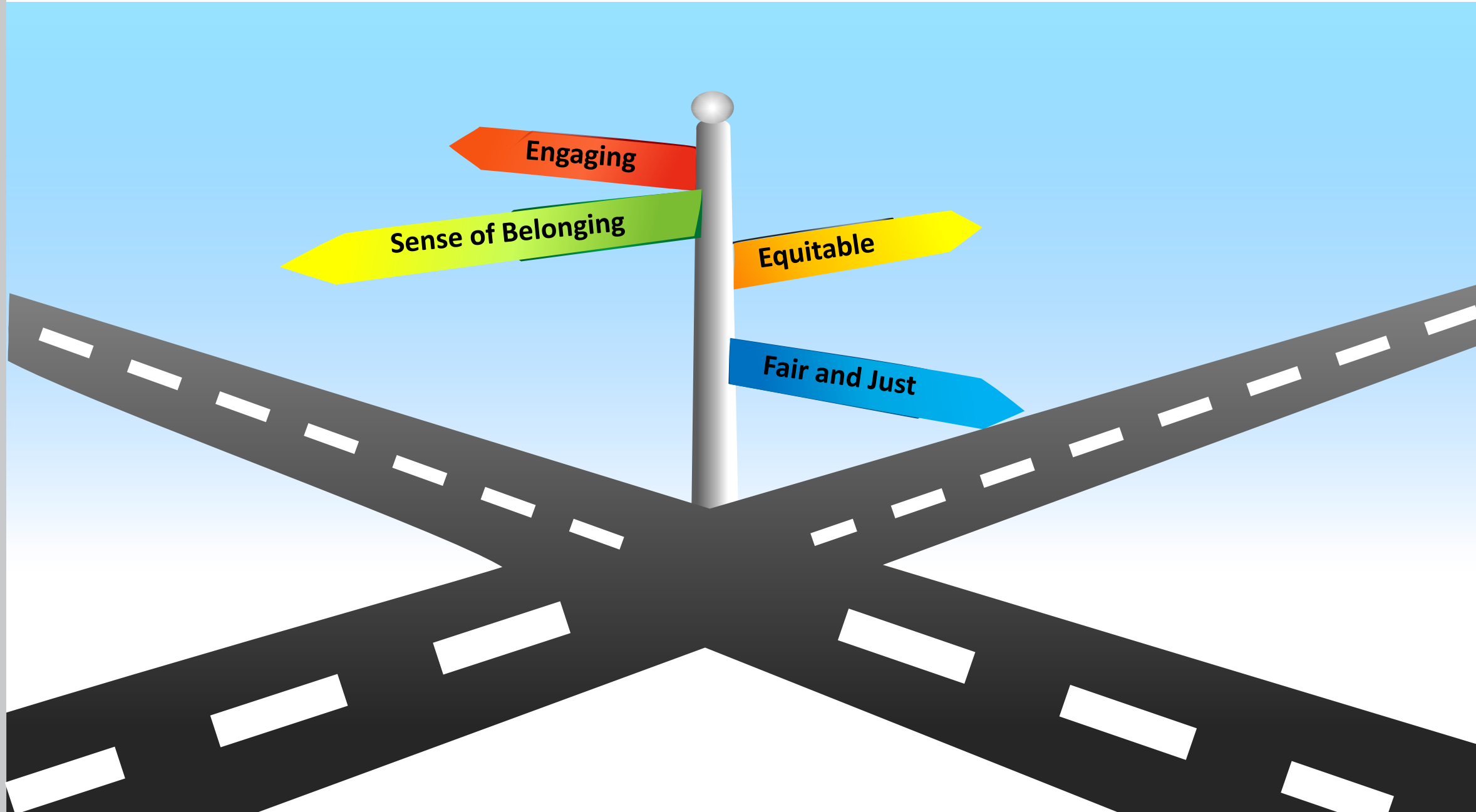
The Central Question for Title IX & Inclusion

How are we at CI fostering an open and inclusive campus environment for all that supports diversity in all forms (in accordance with all federal and state non-discrimination laws and regulations)?

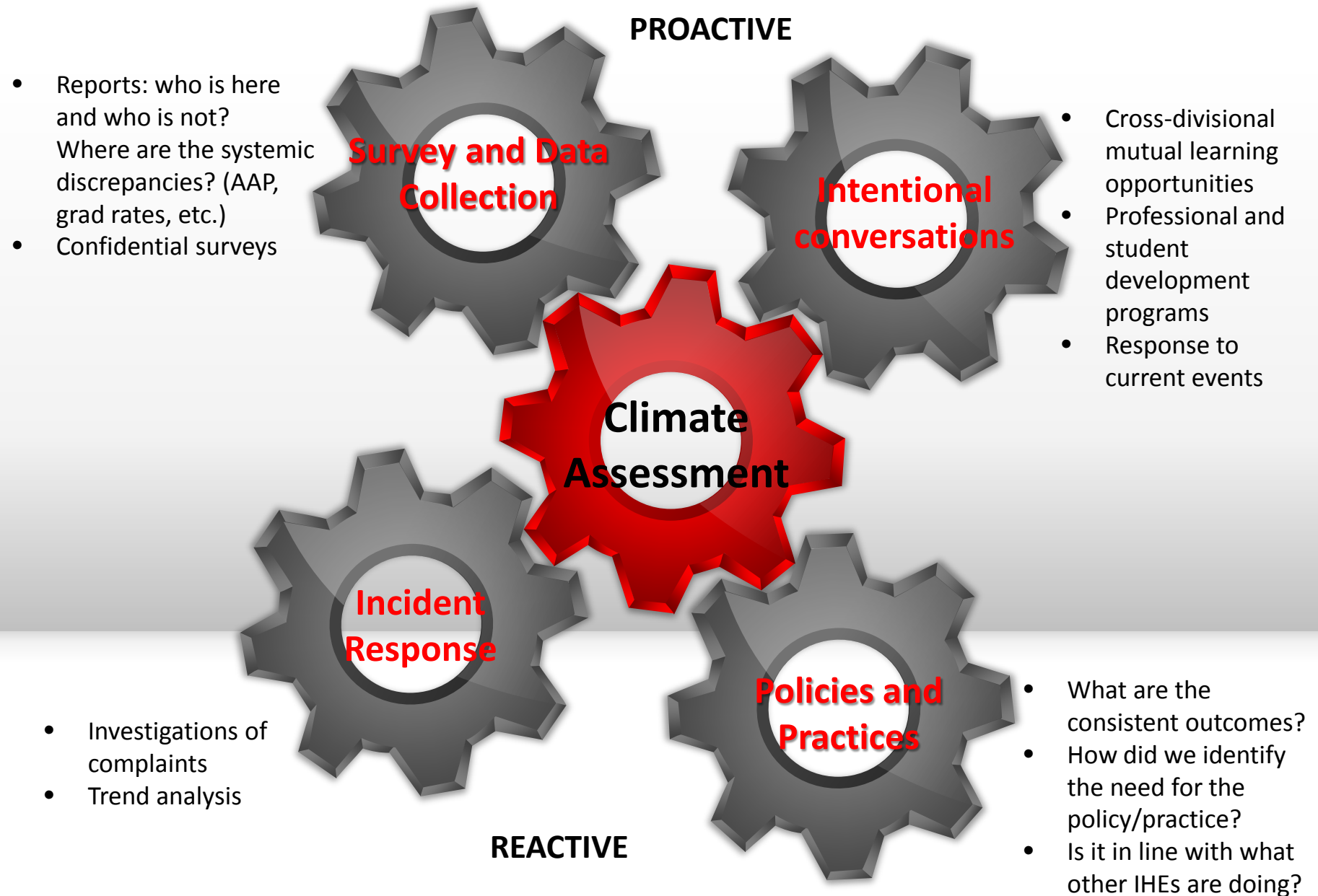


We start with the premise that we all should develop alongside and learn from one another.

Intersections of an Ideal Campus Climate



Climate Assessment: How do we do it?



Compliance Umbrella Of CSUCI's Inclusion Office

05
1A

Role of 1st Amendment in
assessment of complaints

04
WB

Laws and regulations prohibiting
improper governmental activities

03
Title
IX

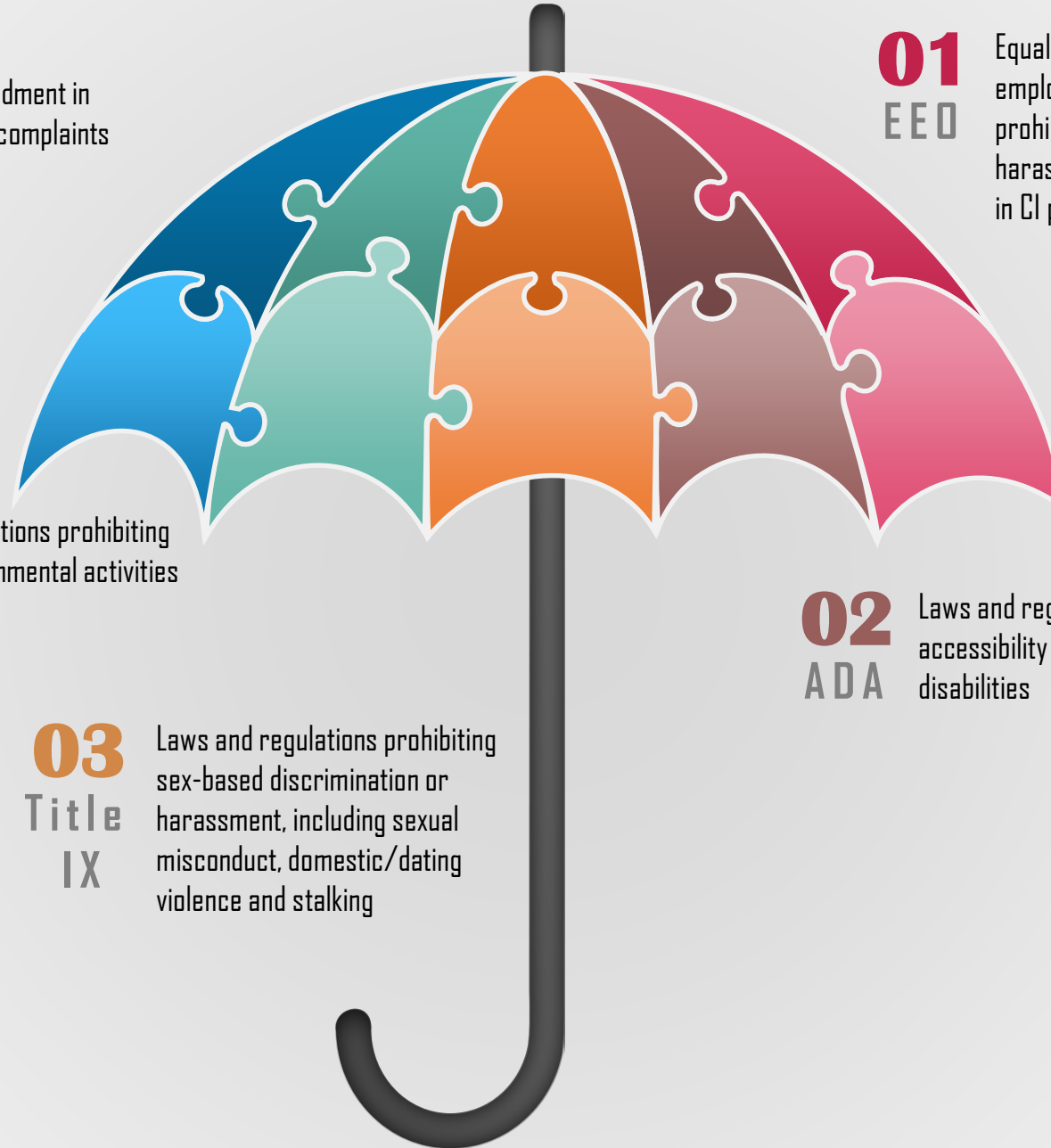
Laws and regulations prohibiting
sex-based discrimination or
harassment, including sexual
misconduct, domestic/dating
violence and stalking

01
EEO

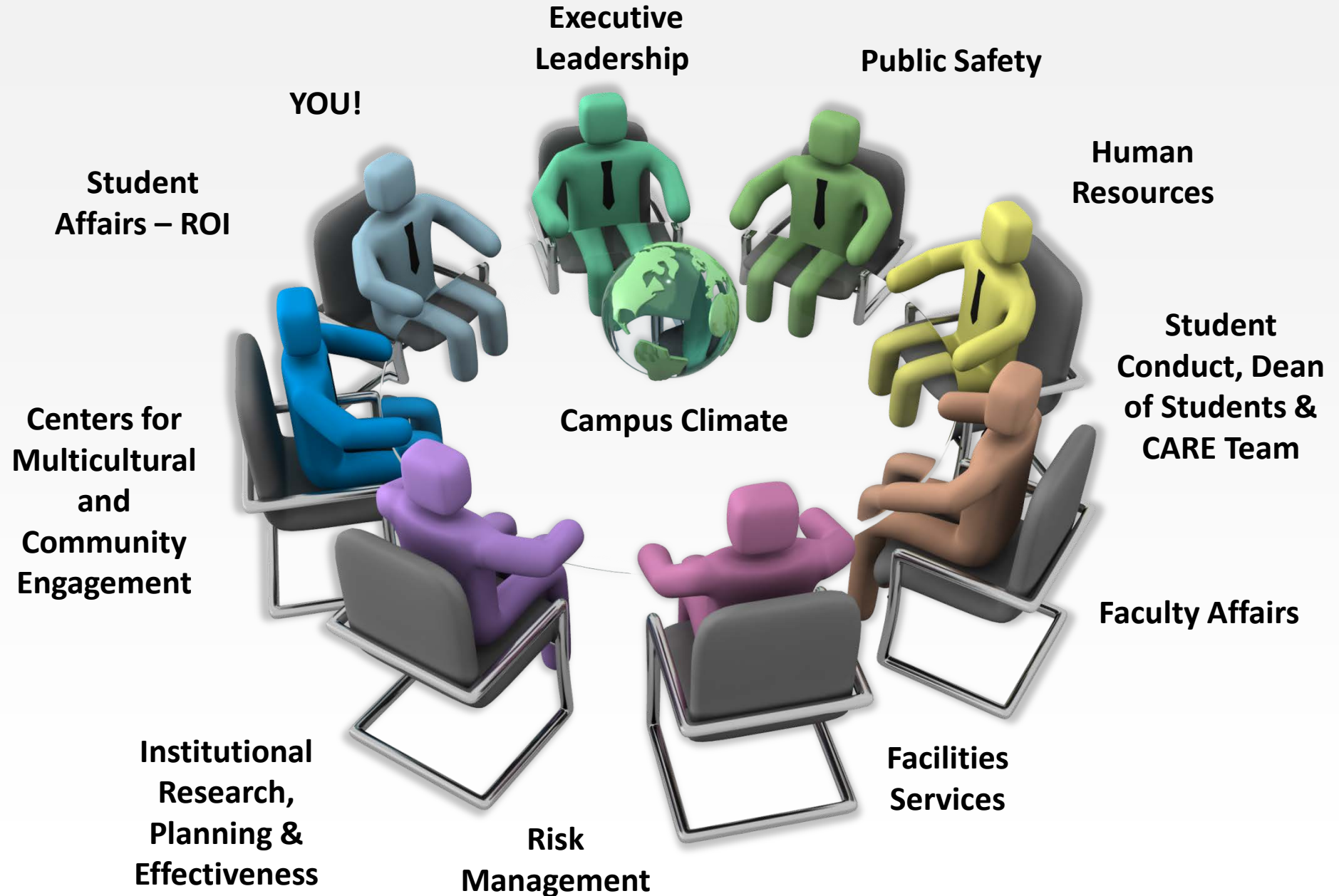
Equal educational and
employment opportunity laws
prohibiting discrimination,
harassment & retaliation (DHR)
in CI programs and activities

02
ADA

Laws and regulations related to
accessibility for individuals with
disabilities



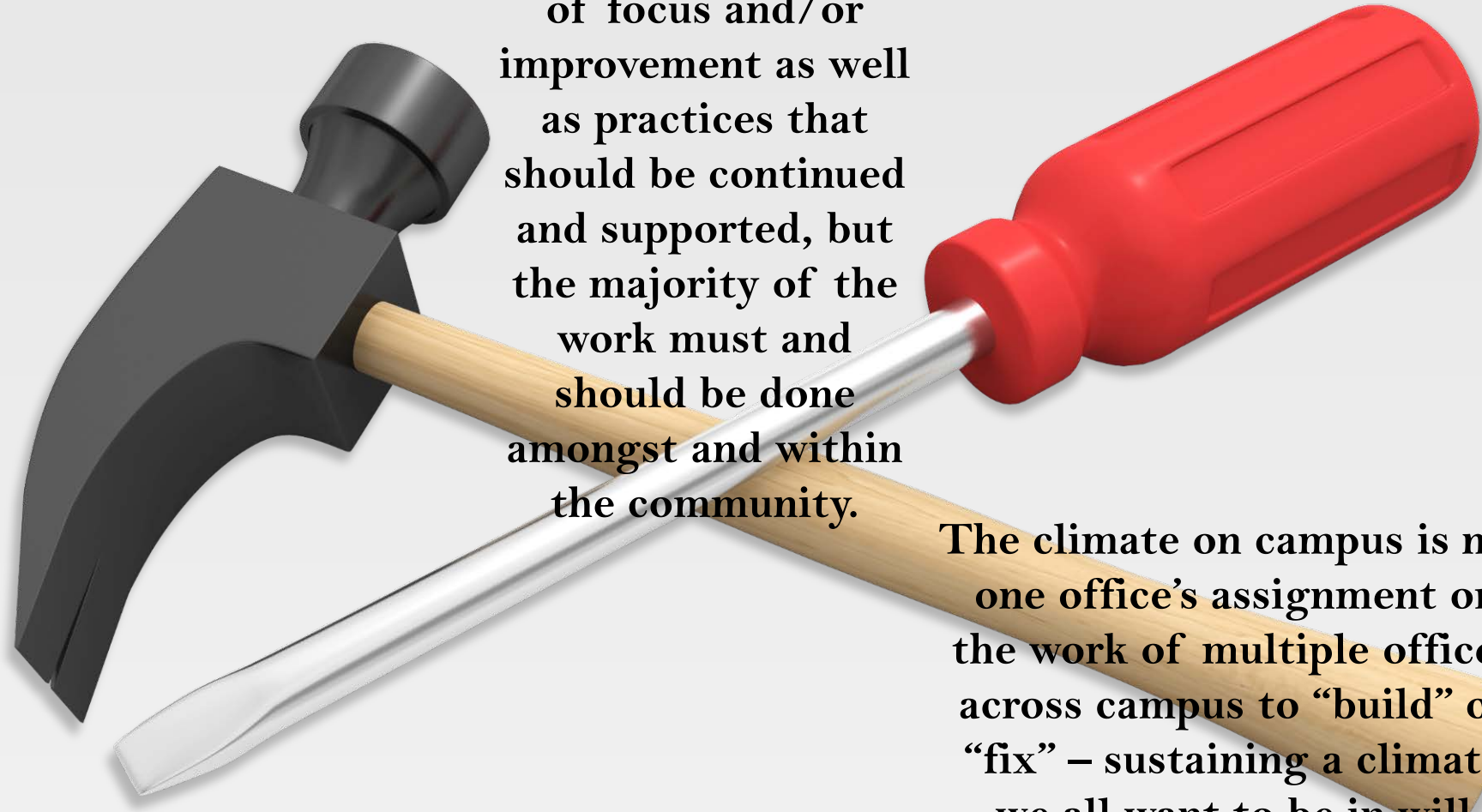
Key Campus Partners for Title IX & Inclusion



The climate is a shared institutional responsibility.

Title IX & Inclusion helps identify areas of focus and/or improvement as well as practices that should be continued and supported, but the majority of the work must and should be done amongst and within the community.

The climate on campus is not one office's assignment or the work of multiple offices across campus to "build" or "fix" – sustaining a climate we all want to be in will always be an ongoing effort across divisions.



CI 2025 UPDATES

John Gormley

Assistant Vice President for Facilities Services

Land Development Review Committee

32 Acre Parcel Development Approval

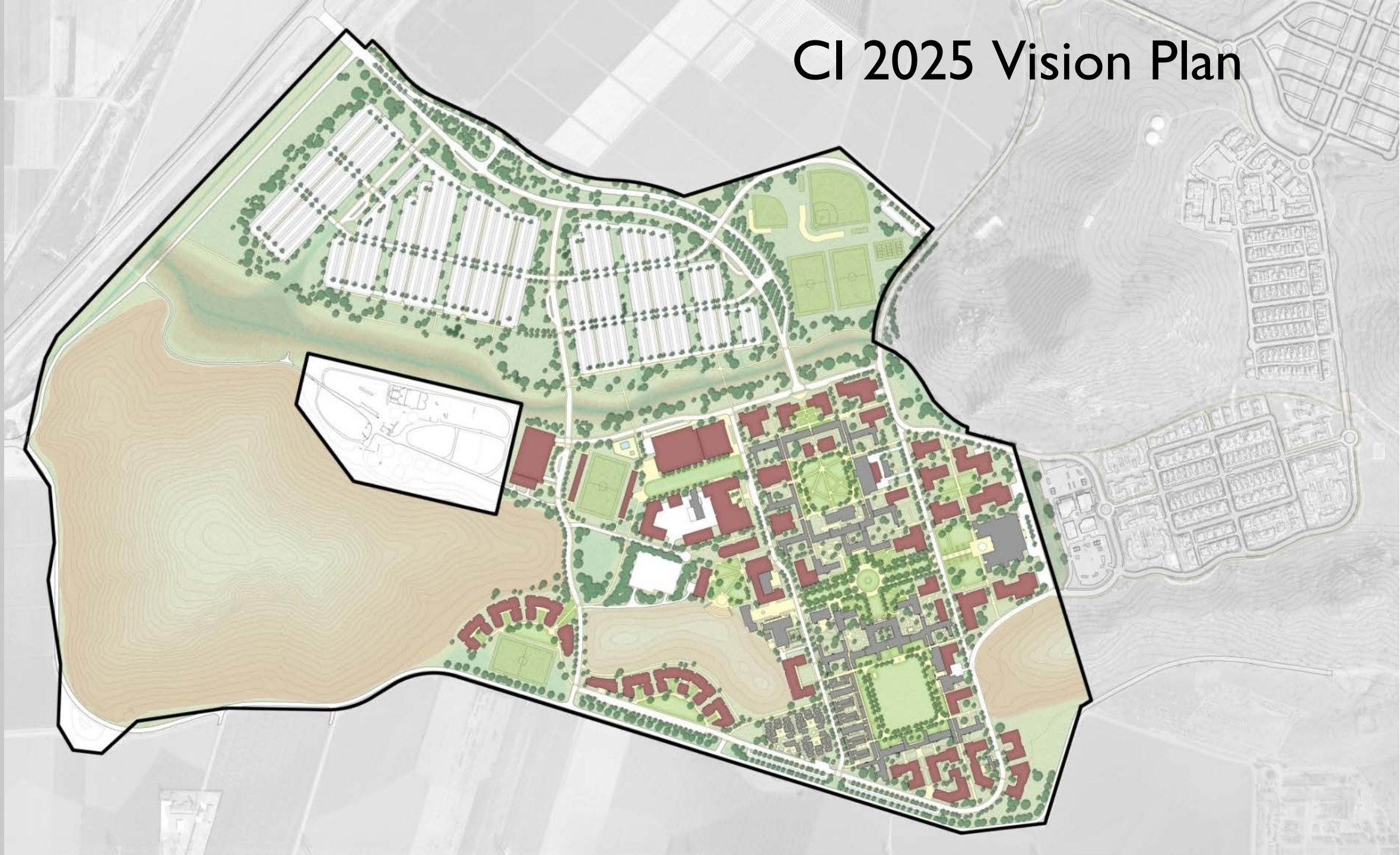


Agenda

1. Introductions
2. CI 2025 Vision Plan Overview
3. 32 Acre Development
4. Next Steps
5. Summary



CI 2025 Vision Plan



Overview

- Enrollment Growth
 - CI is a growing campus with increasing demand; full build out of 15,000 FTEs
- Academic Need
 - Enrollment growth requires additional academic space for students & faculty to interact & engage in scholarly activity.
- Student Housing Growth
 - Students want “college experience” that includes on-campus housing. CI can accommodate over 500 additional student beds
- Residential Real Estate Market
 - Real estate market in Ventura County is improving
 - *Phase 2A/2B development opportunity is viable*

Goals

- Identify and leverage potential revenue sources
 - Site Authority (UG, housing, retail, tax increment)
 - Student housing, parking, retail, external events
 - Wellness/Recreation/Events Center
 - Public/public & public/private partnerships
 - Student fees
 - Grants, philanthropy, sponsorships, endowments
- Develop viable economic plans to support CI's growth
 - Academic, student life, residential
 - Plans for the next decade
- Facilitate integration of campus with community

32 Acre Development



Background – University Glen Phase 2

- Specific Reuse Plan (SRP) adopted in 2000
- Phase 1 includes 658 dwelling units
 - 72 detached Residences
 - 200 attached Residences
 - 358 apartments
 - 58 apartments (Town Center Mixed Use Development)
- Phase 2 Infrastructure completed in 2006
- Phase 2 Construction Contract suspended in 2008
- Dec 2013 – RFP for Development Consulting Services issued
- May 2014 – Jones Lang LaSalle engaged as Development Advisor
- Sep 2014 – SA Board approves CI 2025 Vision Plan
- Mar 2015 – BoT approves CI 2025 Vision Plan development concept

Site Authority Objectives

- Create development consistent with existing community
- Identify a partner with high standards for housing, community relations, management and maintenance of the property
- Maximize sales price for transfer of the leasehold interest for investment in campus improvements and SA cash flow stability
- Maximize ground lease revenue to the SA
- Prioritize a portion of the housing for faculty and staff
- Incorporate environmentally sustainable O&M practices
- Maintain a strong sense of place and community for all residents consistent with existing aesthetic

32 Acre Development Program

Original Program *

- 242 House/Town Houses (for sale)
- No Amenities

** Developed in early 2000's. Post 2007/08 economic downturn, this is no longer viable solution*

Proposed Development Program *

- 66 Town Houses (for sale)
- 54 Single Family Houses (for sale)
- 310 Market Rate Apartments
- 170 Senior living Apartments (age restricted)
- Amenities
 - Club House
 - Community Meeting Spaces
 - Pool
 - Gym
 - Central Green Space

** Submitted by Kennedy Wilson in Spring 2016 based on RFP requirements*

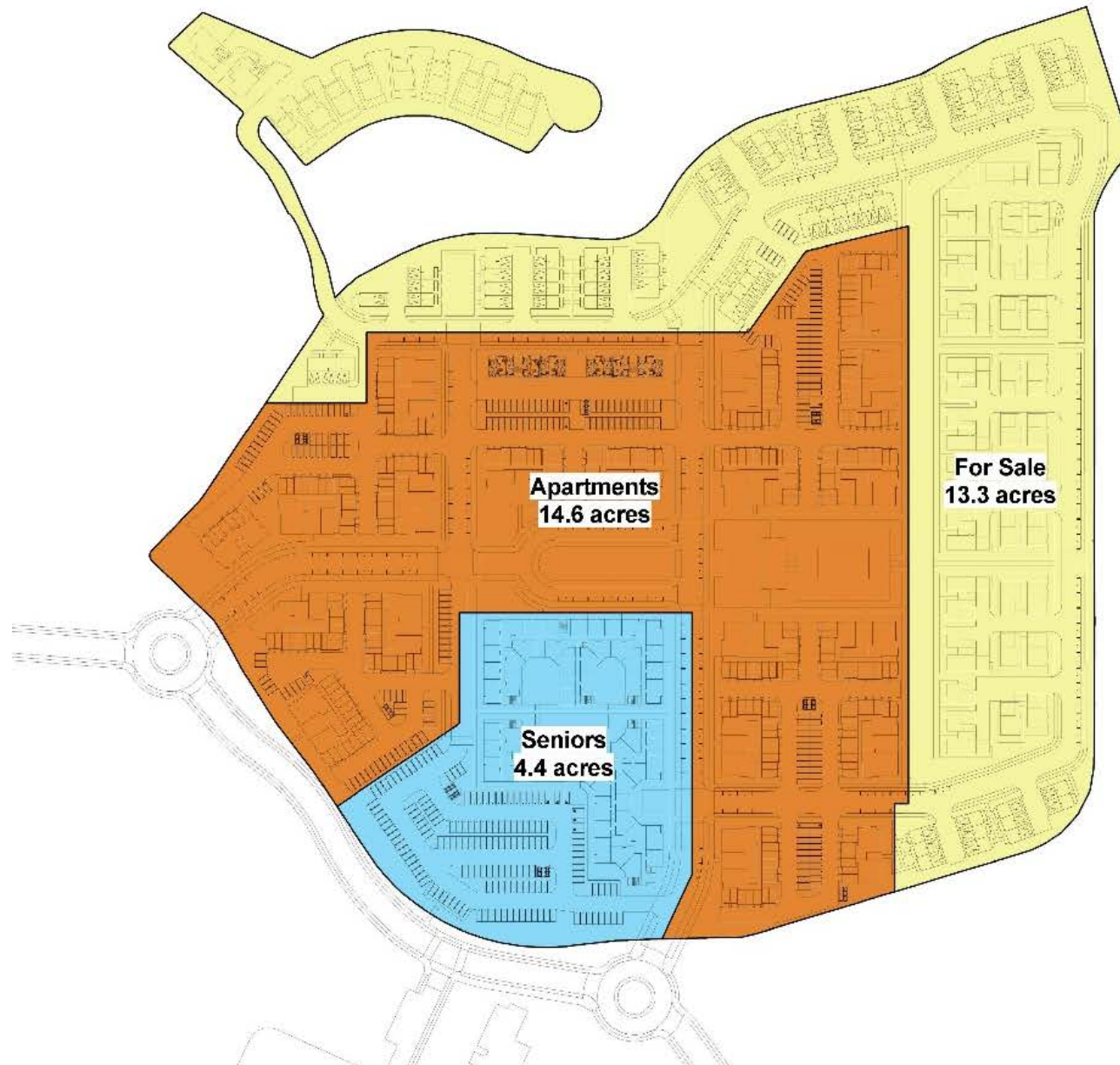
Project Location



Concept Plan



Concept Plan – Zoning



Concept Plan – Site



Agreement Terms Summary

- Parcel – 32 Acres
- Ground Sublease Term – 80 years
 - Consistent with BoT Ground Lease
- Development Program: 600 units maximum
- Sub-division of Parcel: ability to split and sub-lease parcels for financing purposes
- Prevailing Wage is required
- Amenities available to all of University Glen
- Development Schedule – 2 years for site prep and construction
 - Maximum 4 years from Development Agreement
- Home sales will follow existing ground sublease terms

Educational Mission Benefits

- CI needs academic/support facilities to support continued enrollment growth
- Development provides additional affordable housing options for faculty/staff recruitment

Selection Process

- Dec 2015 – RFQ/P released
- Apr 2016 – Developer submissions received
- Jun 2016 – Development Team Interviews
- Aug 2016 – KVV selected as Developer Partner, pending final agreement
- Ongoing:
 - ENA nearing execution
 - CEQA – Draft EIR issued for public comment

Next Steps



Schedule

- Feb 2017 – Published Draft EIR
- Mar 2017 – Complete Schematic Design documents
- May 2017 – Publish Final EIR
- May 2017 – LDRC Presentation
- Jul 2017 – BoT Presentation
- Sep 2017 – Finalize Development Agreement, Ground Sublease
- Oct 2017 – Start final design efforts
- Feb 2018 – Start plan check of site and first building
- Aug 2018 – Construction start

Summary



Summary

- Deal completes the University Glen residential community
 - Intended to support the transition of the campus financially
- Supports facilities endowment to support this transition
- Defeases additional SA bond debt
- KW's proposal best fit SA's goals for development
- KW as partner to SA will provide continuity in managing privately-leased residences in the University Glen
- Opportunities and risks are balanced and right for development to move forward and we request the committee's serious consideration on these matters.

A photograph of a university campus. In the foreground, a paved path leads from the bottom right towards the center. Several large, mature trees with light-colored bark and green foliage are scattered across the scene. A black lamppost stands on the path. In the background, a long, low building with a red-tiled roof and arched windows stretches across the middle ground. A green lawn is visible between the path and the building. A few people are walking or sitting on the lawn. The sky is clear and blue.

Questions

COMMUNICATION

Laurie Nichols

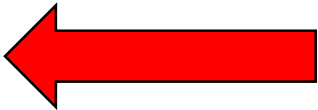
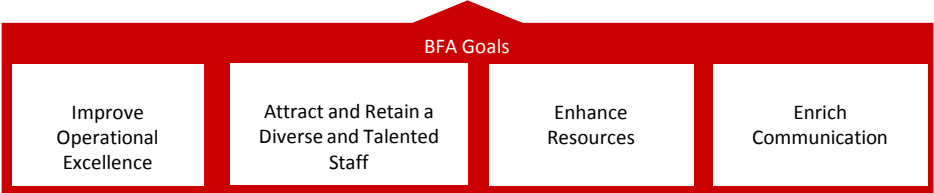
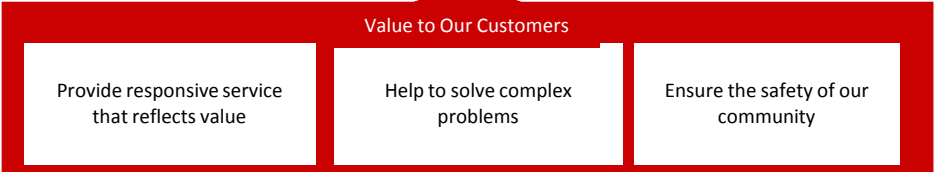
Sr. Director Human Resources

CI 2015-20 Strategic Priorities

1. Facilitate Student Success
2. Provide high quality education
3. Realize our future

Business & Financial Affairs Strategy Map 2015-20

Mission We transform the delivery of services through continuous improvement	Vision We are the recognized leader for the delivery of outstanding services
Values: Teamwork • Diversity • Integrity • Respect • Excellence • Collaboration	



- | | | | |
|---|--|---|---|
| <ul style="list-style-type: none"> • Improve customer service • Prepare for growth • Share expertise and services • Succession planning | <ul style="list-style-type: none"> • Create operations manuals • Foster entrepreneurship • Offer robust development opportunities • Community building | <ul style="list-style-type: none"> • Document processes • Implement on-line, web-based, self-service solutions • Streamline processes for timeliness and efficiency • Improve reporting | <ul style="list-style-type: none"> • Improve websites • Increase the variety of communication tools |
|---|--|---|---|

Why is communication important?

- Important for *expressing* information, behavior and our feelings and thoughts.
- Helps to *understand* and *respond* to other's feelings, thoughts, knowledge and behavior.



Verbal Communication

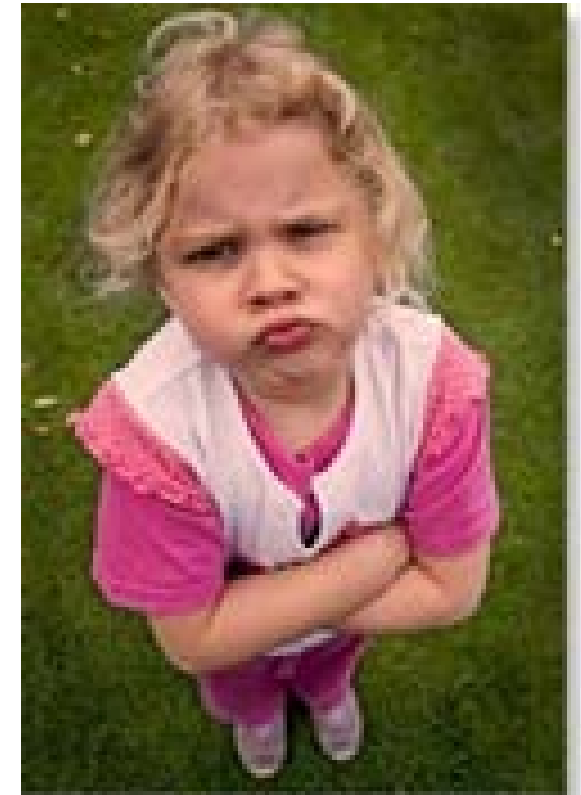
- Use of words and numbers.
- Tone, pitch, quality and rate of speech carries more weight than the words.
- The latter convey the emotions and meaning, regardless of the content of the message.



Non-verbal Communication

- Facial expressions
- Eye contact
- Gestures
- Body language and posture
- Proximity

Most of our communication is non-verbal



Facial Expressions



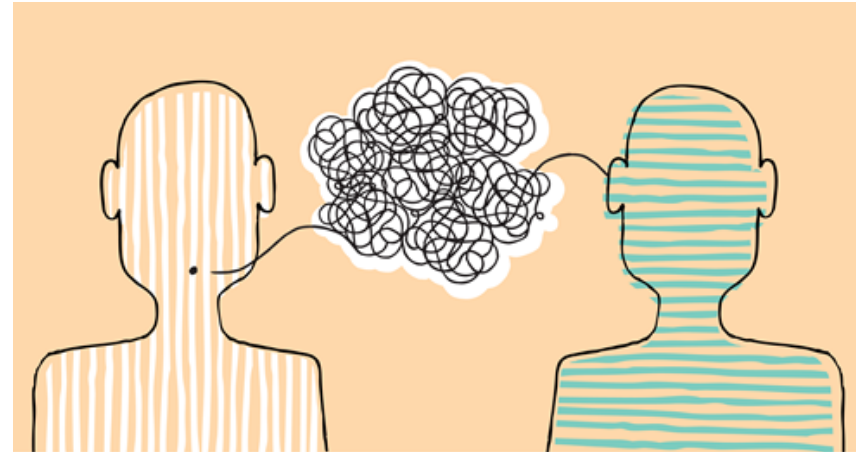
Body Language

- A great deal of your (true) message can be communicated by your body use and posture.
- To work effectively with others you need to read body language and ensure you are not conveying the wrong signals.



Communication Barriers

- Inattention
- Premature evaluation
- Emotions
- Inconsistency
- Physical barriers
- Insufficient warning
- Lack of feedback
- Inference
- Insecurity

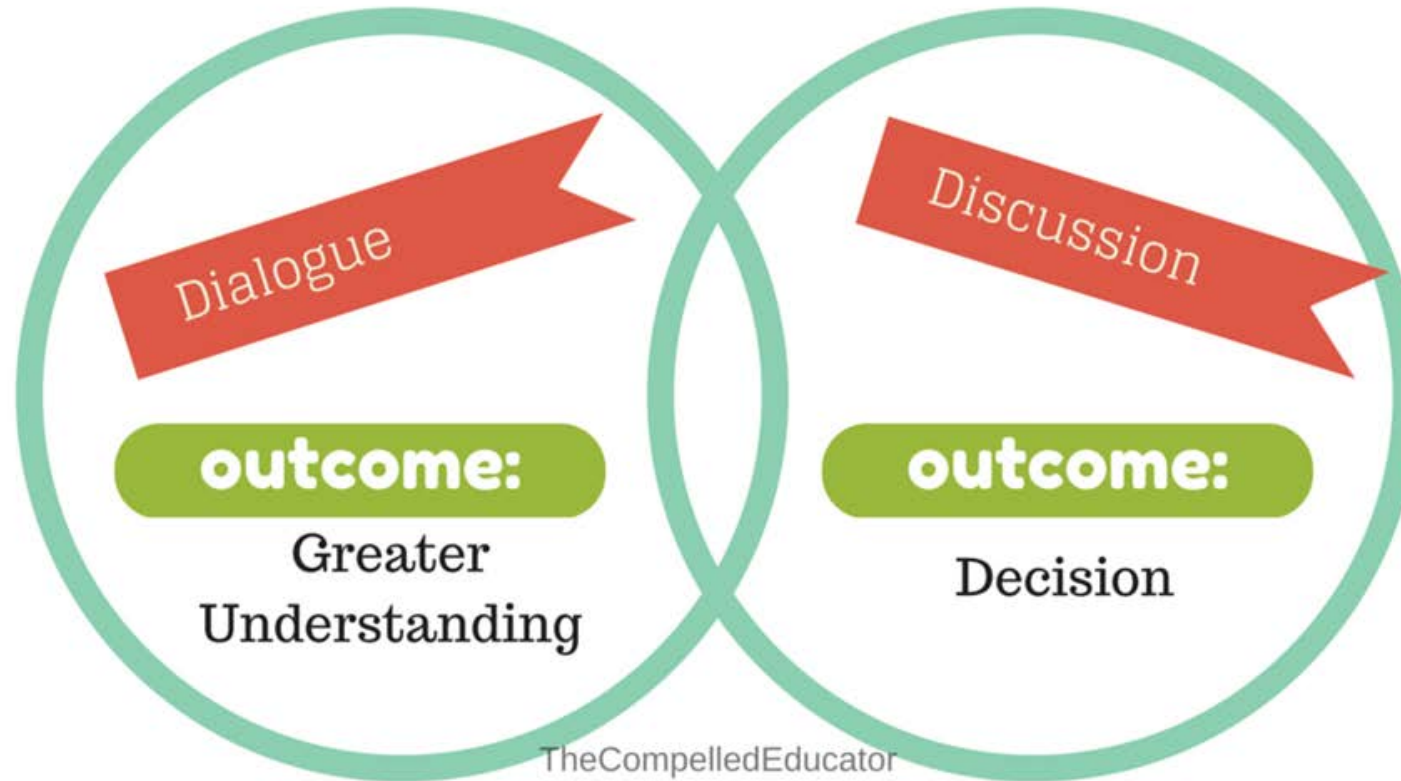


Active Listening

- Letting a person know you have heard them, both literally and emotionally.
- Encourages further discussion and checks accuracy of message.
- Active listening expresses empathy.



Dialogue vs. Discussion



Reflecting Back

- Verbal and non-verbal communication.
- Facial expressions and body language.
- Communication barriers and active listening.



BUDGET

Ysabel Trinidad

Vice President for Business & Financial Affairs

Missy Jarnagin

Associate Vice President for Budget & Planning



REVIEW OF ALL 2017/18 DIVISION BUDGET SUBMISSIONS

Operating Budget Requests 2017/18

Requests	Permanent	Temporary	Total
NEW BENEFITTED POSITION	17.33	11.15	28.48
REVENUE	(369,000)	-	(369,000)
SALARIES & WAGES	1,104,234	795,519	1,899,753
SALARY ADJUSTMENTS	143,400	-	143,400
OPERATING & MAINTENANCE	922,036	759,879	1,681,915
TOTAL GENERAL OPERATING REQUEST	\$1,800,670	\$1,555,398	\$3,356,068

Division	Permanent		Temporary		Total	
	FTE	\$	FTE	\$	FTE	\$
ACADEMIC AFFAIRS	2.00	143,400	11.15	1,255,398	13.15	1,398,798
OFFICE OF THE PRESIDENT	2.00	154,377	-	50,000	2.00	204,377
BUSINESS & FINANCIAL AFFAIRS	1.00	211,343	-	-	1.00	211,343
STUDENT AFFAIRS	8.33	672,550	-	-	8.33	672,550
TECHNOLOGY & INNOVATION	1.00	165,000	-	-	1.00	165,000
UNIVERSITY ADVANCEMENT	3.00	454,000	-	250,000	3.00	704,000
TOTAL GENERAL OPERATING REQUEST	17.33	\$1,800,670	11.15	\$1,555,398	28.48	\$3,356,068

Auxiliary Enterprises Budget Requests 2017/18

Request Category	Permanent	Temporary	Total
NEW BENEFITTED POSITION	2.37	-	2.37
REVENUE	-	-	-
SALARIES & WAGES	313,406	-	313,406
SALARY ADJUSTMENTS	-	-	-
OPERATING & MAINTENANCE	190,004	-	190,004
TOTAL AUXILIARY ENTERPRISES REQUEST	\$503,410	-	\$503,410

Auxiliary Enterprises	Permanent		Temporary		Total	
	FTE	\$	FTE	\$	FTE	\$
EXTENDED UNIVERSITY	.25	9,142	-	-	.25	9,142
PARKING SERVICES	-	-	-	-	-	-
STUDENT HOUSING	2.12	494,269	-	-	2.12	494,268
TOTAL AUXILIARY ENTERPRISES REQUEST	2.37	\$503,410	-	-	2.37	\$503,410

Auxiliary Organizations Budget Requests 2017/18

Request Category	Permanent	Temporary	Total
NEW BENEFITTED POSITION	1.00	-	1.00
REVENUE	-	-	-
SALARIES & WAGES	131,190	-	131,190
SALARY ADJUSTMENTS	-	-	-
OPERATING & MAINTENANCE	24,256	266,134	290,390
TOTAL AUXILIARY ORGANIZATIONS REQUEST	\$155,446	\$266,134	\$421,580

Auxiliary Organizations	Permanent		Temporary		Total	
	FTE	\$	FTE	\$	FTE	\$
ASSOCIATED STUDENTS, INC	1.00	155,446	-	266,134	1.00	421,580
FOUNDATION	-	-	-	-	-	-
UNIVERSITY AUXILIARY SERVICES	-	-	-	-	-	-
TOTAL AUXILIARY ORGANIZATIONS REQUEST	1.00	\$155,446	-	\$266,134	1.00	\$421,580



STRAW BUDGET FOR 2017/18

Straw Budget 2017/18

Percent Increase from 2016/17 Base - GF	0%
Percent Increase Tuition	4.97%
Projected Revenue Increase	
General Fund	-
Tuition*	1,773,999
Projected Mandatory Costs	
New Tenure Track (FTEF)	-
Total Additional Faculty (includes NTT)	-
Mandatory Release Time (TTF)	-
Compensation - Faculty Promotion	143,400
Temporary Release Time (TTF)	-
Subtotal	143,400
Fixed Costs (benefits, utilities, insurance)	50,000
Student Captioning Services	145,300
Compensation - Campus Contribution (est.)	1,100,000
Staff Compensation Pool	286,000
Subtotal	1,581,300
Total Uncommitted	49,299
Total FTES	5,589
Increase In FTES	-



BUDGET PRESENTATIONS FOR 2017/18

Schedule for March 28th Presentations

Tuesday, March 28 from 10:00 a.m. to noon at Malibu Hall 100

Division

Academic Affairs

Advancement

Office of the President

Technology & Innovation

Student Affairs

Business & Financial Affairs

Time

10:00-10:20a.m.

10:20-10:40a.m.

10:40-11:00a.m.

11:00-11:20a.m.

11:20-11:40a.m.

11:40a.m.-noon



2017/18 BFA BUDGET SUBMISSION

Budget Development Overview

Total Unit Requests:
\$1.77M

- Total requests from all departments/units
- Permanent: \$882,488
- Temporary and Capital: \$888,991

Prioritized Needs:
\$211,343

- Amount submitted to the SRPC for funding
- 3 requests selected out of total of 10 of division's highest priority requests

Unfunded/Internally
Funded:
\$1.56M

- Portion of unit/departments requests that either:
 - *will go unfunded, or*
 - *will be addressed through reallocation*

Attract/Retain Staff & Improve Operational Excellence

Request	Dept./ Unit	Strategy Map Goals	Description	FTE
Priority 1	Public Safety	Attract/Retain Staff & Improve Operational Excellence	Chemical Hygiene/Radiation Safety Officer	1.0
\$92,500				

- Focus on the OSHA Laboratory Standard to support faculty and students in the laboratory environment.
- Responsible for the training of safe use of radiation and radioactive materials as well as regulatory compliance.
- 1.0 FTE (\$90,000) and \$2,500 O&M

Improve Operational Excellence

Request	Dept./ Unit	Strategy Map Goals	Description	FTE
Priority 1	Title IX & Inclusion	Improve Operational Excellence	Contract Services: Coalition	
\$47,370				

- To cover existing cost of system-wide mandated support services for CI members who are impacted by incidents of sexual misconduct and violence.
- The state-required contract services are currently provided to CI under victim advocacy services provided by the Coalition for Family Harmony.

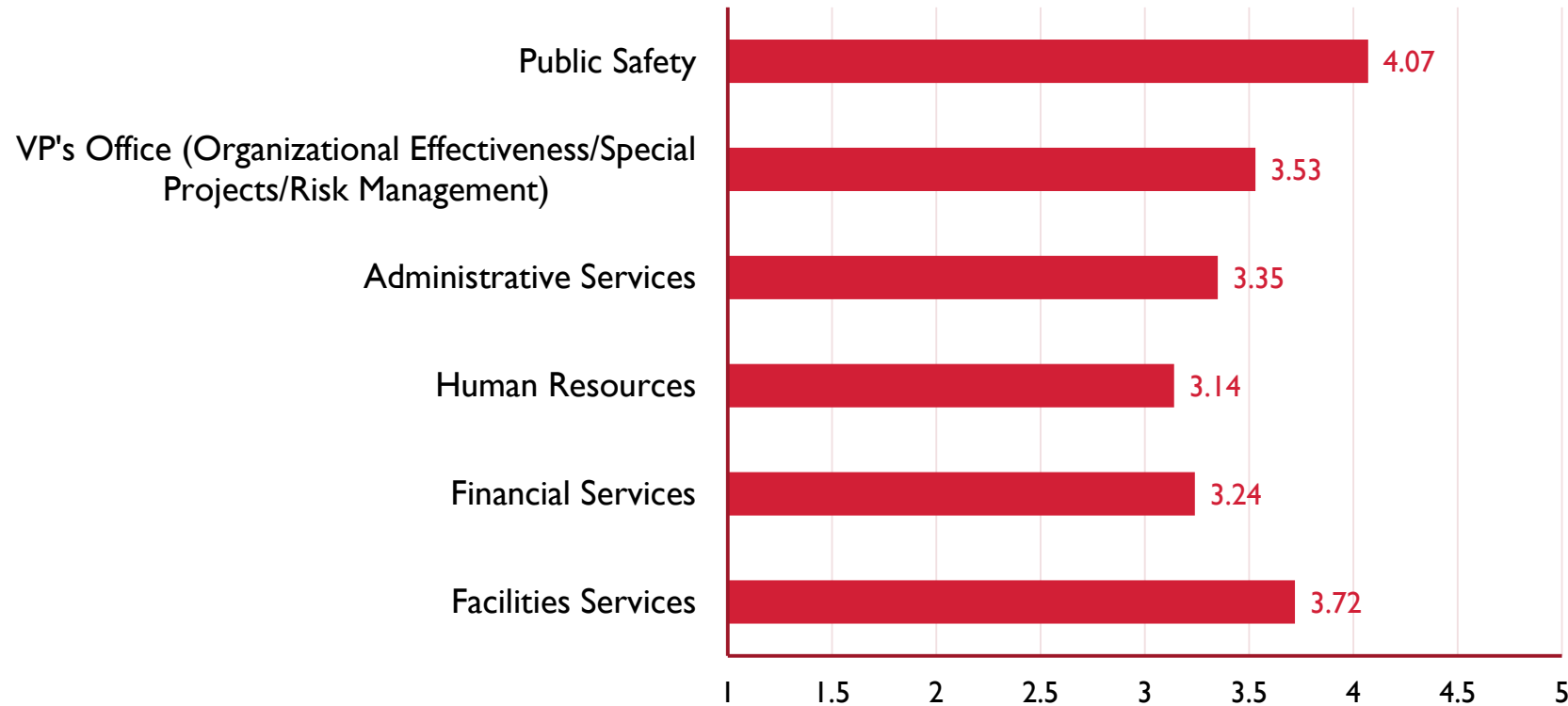
Enhance Resources

Request	Dept./ Unit	Strategy Map Goals	Description	FTE
Priority 1	Facilities Services	Enhance Resources	BISC and SRI Operating Expenses	
\$71,473				

- Facilities Services assumed responsibilities for the ongoing maintenance of the Channel Islands Boating Center (CIBC) and the Santa Rosa Island Research Station (SRI) using temporary, one-time funding.
- This request provides for permanent augmentation of the budget to adequately serve and support these facilities.

Divisional Metrics

AVERAGE PERFORMANCE RATING BY UNIT FALL 2015*



**New customer satisfaction survey is scheduled to be conducted in fall 2017.*

Annual Report, Work Plans and Accountability

ANNUAL PLANS AND PROGRESS REPORTS

- Strategy map guides BFA annual work
- Posted: <http://www.csuci.edu/vpbfa/vp-business-and-financial-affairs/>

REALLOCATION/METRICS

- Internal assessments completed in all BFA areas
- Example: Implementation of the Lean Six program
 - Cumulatively, tracked projects resulted in over \$1 million in operational efficiencies.

METRICS

- Divisional metrics focus on overall performance
- Department metrics established for functional areas; benchmarks

RECOGNITION & AWARDS

Ysabel Trinidad

Vice President for Business & Financial Affairs

BFA Recognition Committee

got recognition?

Recognize Someone Today!



BFA link to nominate:

<http://www.csuci.edu/vpbfa/recognition/nomination.htm>



Division of
**BUSINESS &
FINANCIAL
AFFAIRS**

C H A N N E L
I S L A N D S

Flying Dolphin Award



In recognition of extraordinary service to our
CSU Channel Islands community.



California State
University

Division of
**BUSINESS &
FINANCIAL
AFFAIRS**

C H A N N E L
I S L A N D S