FALL DIVISION MEETING

DIVISION OF BUSINESS & FINANCIAL AFFAIRS

Virtual
December 1, 2021
Agenda

- Welcome
- Leadership Update
- Breakout Sessions – “Quote Me”
- Welcome New Employees
- Recognition
- Closing Remarks
LEADERSHIP UPDATE

Barbara Rex
Assistant Vice President for Budget, Planning & Analysis/Interim CFO

Laurie Nichols
Assistant Vice President for Administrative Services
CSUCI Campus Update

• Campus Communications
  – Repopulation & Safety Protocols
  – President’s Office Hours/Connecting with Faculty Senate & Staff Council

• Transformational Gifts
  – Mackenzie-Scott & Martin V. Smith

• Integrated Planning Focus – Preparing for CSUCI’s Future
  – Academic Master Plan
  – Strategic Enrollment Management
  – Integrated Marketing & Communications Plan
  – Building Business Acumen with Greater Budget Transparency and Engagement

• Gateway Programming
• Key Hires /Recruitment
*As of November 19, 2021
** Due to Director of Procurement vacancy, staff temporarily reporting to Jeff Kim
Salary Savings Trend (GD901)
Budgeted FTE = 182
Vacancy Rate – Perm Positions:
• July 2020 = 16%
• June 2021 = 17%

Budgeted FTE = 482.6
Vacancy Rate – Perm Positions:
• July 2020 = 6%
• June 2021 = 16%
FY2020-21 Position Vacancy Trend (summary)

Budgeted FTEs: Business & Financial Affairs (Staff & Management)

Budgeted FTE = 231
Vacancy Rate – Perm Positions:
• July 2020 = 8%
• June 2021 = 20%
Recruitment

Positions Filled to Date - FY21-22
(32 total)

- Administrative Services, 3
- Facilities Services, 12
- Financial Services, 5
- ITS, 4
- Public Safety, 7
- VP Office, 1

Active Recruitments
(14 total)

- Administrative Services, 2
- Facilities Services, 2
- ITS, 3
- Public Safety, 1
- VP Office, 1
- Financial Services, 5

*As of November 29, 2021
## Budgeted vs Actual FTEs

<table>
<thead>
<tr>
<th></th>
<th>Budgeted FTE</th>
<th>Actual FTE</th>
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<tbody>
<tr>
<td>Administrative Services</td>
<td>30.0</td>
<td>22.01</td>
</tr>
<tr>
<td>Budget &amp; Planning</td>
<td>4.5</td>
<td>4.5</td>
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<tr>
<td>Facilities Services</td>
<td>89.5</td>
<td>80.0</td>
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<tr>
<td>Financial Services</td>
<td>27.0</td>
<td>22.5</td>
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<tr>
<td>Information Technology Services</td>
<td>43.0</td>
<td>31.0</td>
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<tr>
<td>Public Safety</td>
<td>35.75</td>
<td>31.5</td>
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<td>VP Office</td>
<td>10.0</td>
<td>6.0</td>
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<td><strong>Division Total</strong></td>
<td><strong>239.75</strong></td>
<td><strong>197.51</strong></td>
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*As of November 4, 2021*
Distribution of Division Budget

FY 2021-22 Operating Budget = $20.1M*

- **ITS**: $6.1M, 30.1% (+2.0%)
- **Facilities Services**: $6.0M, 29.8% (-2.4%)
- **Public Safety**: $2.5M, 12.4% (+0.6%)
- **Administrative Services**: $2.0M, 10.1% (-0.7%)
- **Financial Services**: $1.9M, 9.5% (+1.8%)
- **Budget & Planning**: $555K, 2.8% (+1.1%)
- **VP Office**: $1.1M, 5.3% (-2.4%)

*Excluding benefits

% of Division Budget
% Change over 2-year period FY 2019-20
# Budget Planning Timeline – FY 2022-23

*(preliminary)*

## January
- Governor's January budget (Jan. 7)

## February
- Call for Budget Proposals

## March
- SRPC Meetings
- Campus Budget Town Hall

## April
- SRPC Meetings
- Divisions submit requests

## May
- Campus Budget Town Hall
- Governor's May revise

## June
- State of California working budget released
- President's preliminary budget approval
- Budget recommendation to President

## July
- CO Final Coded Budget Memo

## August
- President's Final Budget Memo

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**Concurrent Planning - FY 2021-22**

<table>
<thead>
<tr>
<th>January</th>
<th>February</th>
<th>March</th>
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<tr>
<td>SI-HEAT Proposal Review</td>
<td>SHEAT and GI 2025 Proposal Review</td>
<td>GI 2025 Proposal Review</td>
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BREAKOUT SESSIONS

Change Management Activity: “Quote Me”
“Quote Me”

15-minute Breakout Sessions

1. Choose your favorite quote from the Quote Me Cards shared in the chat in the breakout rooms.
   - Share your choice and reason why.
   - Remember the number of your quote.
“Quote Me”

Welcome back!

- Take the poll by selecting the number of the Quote Card you chose.
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<tr>
<td>1</td>
<td>“Neither situations nor people can be altered by the interference of an outsider. If they are to be altered, it must come from within.”</td>
<td>“You must do the thing you think you cannot do.”</td>
<td>“Life is either a daring adventure or nothing.”</td>
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<td>-Phyllis Bottome</td>
<td>-Eleanor Roosevelt</td>
<td>-Helen Keller</td>
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<td>4</td>
<td>“It is not the strongest of the species that survive, nor the most intelligent, but the one most responsive to change.”</td>
<td>“A habit cannot be tossed out the window; it must be coaxed down the stairs a step at a time.”</td>
<td>“I cannot say whether things will get better if we change; what I can say is they must change if they are to get better.”</td>
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<td>-Charles Darwin</td>
<td>-Mark Twain</td>
<td>-Georg C. Lichtenberg</td>
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<td>7</td>
<td>“If we don’t change, we don’t grow. If we don’t grow, we aren’t really living.”</td>
<td>“When we are no longer able to change a situation – we are challenged to change ourselves.”</td>
<td>“The first step toward change is awareness. The second step is acceptance.”</td>
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<td>-Gail Sheehy</td>
<td>-Viktor E. Frankl</td>
<td>-Nathaniel Branden</td>
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WELCOME NEW EMPLOYEES

Laurie Nichols
Assistant Vice President for Administrative Services
WELCOME NEW EMPLOYEES

Administrative Services

Mitzi Williams
Executive Director, Human Resources

Ashley Segovia
Human Resources Assistant

Vice President’s Office - DBFA

Melissa Cuevas
Administrative Assistant
WELCOME NEW EMPLOYEES

Financial Services

Edwin Anthony Morales
Warehouse Worker – Materials Management

Diane Phillips
Student Financials Accountant

Paula Rockenstein
Contract Manager - Procurement
WELCOME NEW EMPLOYEES

ITS

Michael Lee
Director of Enterprise Applications

Facilities Services

Travis Thierry
Groundworker

Michael Reyes
Manager Custodial Services
WELCOME NEW EMPLOYEES
Facilities Services

Francis Castillo
Custodian

Ana Miranda
Custodian

Loida De Jesus
Custodian

Martin Montejano
Custodian

Laura Lopez
Custodian

Carmen Tello
Custodian
WELCOME NEW EMPLOYEES

Public Safety

Jack Mohr
Covid-19 Program Manager

Johnathan Jenkins
Police Sergeant

Jorge Rodas-Buckner
Covid-19 Compliance Coordinator

Arcelia Rosas
Police Sergeant

Marissa Zosimo
Covid-19 Compliance Coordinator
RECOGNITION

Paula Robertson
*Executive Assistant to the Vice President*

Barbara Rex
*Assistant Vice President for Budget and Planning/Interim CFO*
BFA Division Recognition Awards

Excellence Award

Efficiency Award

Collaboration & Teamwork Award

Individual & Team Awards
FALL 2021 RECOGNITION AWARD WINNERS
Excellence Award Winners

Asha Ramachandra, Director of IT Strategy

Jeff Kim, Director of Budget, Finance and Operational Services

Nathan Bowden, Director of Strategic Operations
Collaboration & Teamwork – Individual Award Winner

Aaron Lasley, Sr. Locksmith
Collaboration & Teamwork – Team Award Winner

ITS

Melissa Bergem, Asha Ramachandara
CLOSING REMARKS

Laurie Nichols
Assistant Vice President for Administrative Services/HRO

Barbara Rex
Assistant Vice President for Budget and Planning/Interim HRO