

A photograph of a campus scene featuring a paved walkway in the foreground, a large green lawn, and several trees. In the background, there are buildings with a red-tiled roof. The sky is clear and blue. A black lamppost is visible on the left side of the walkway.

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

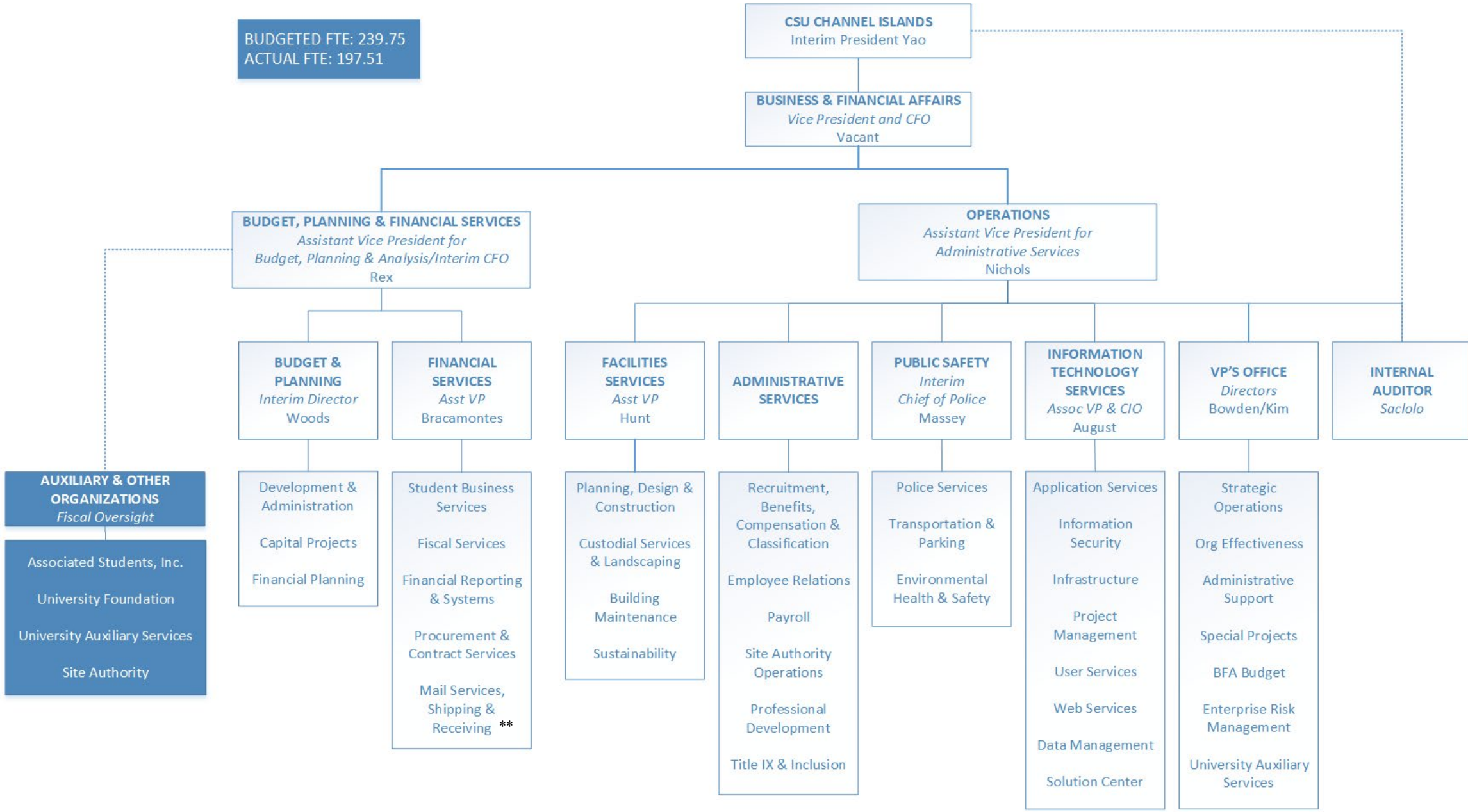
Laurie Nichols

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

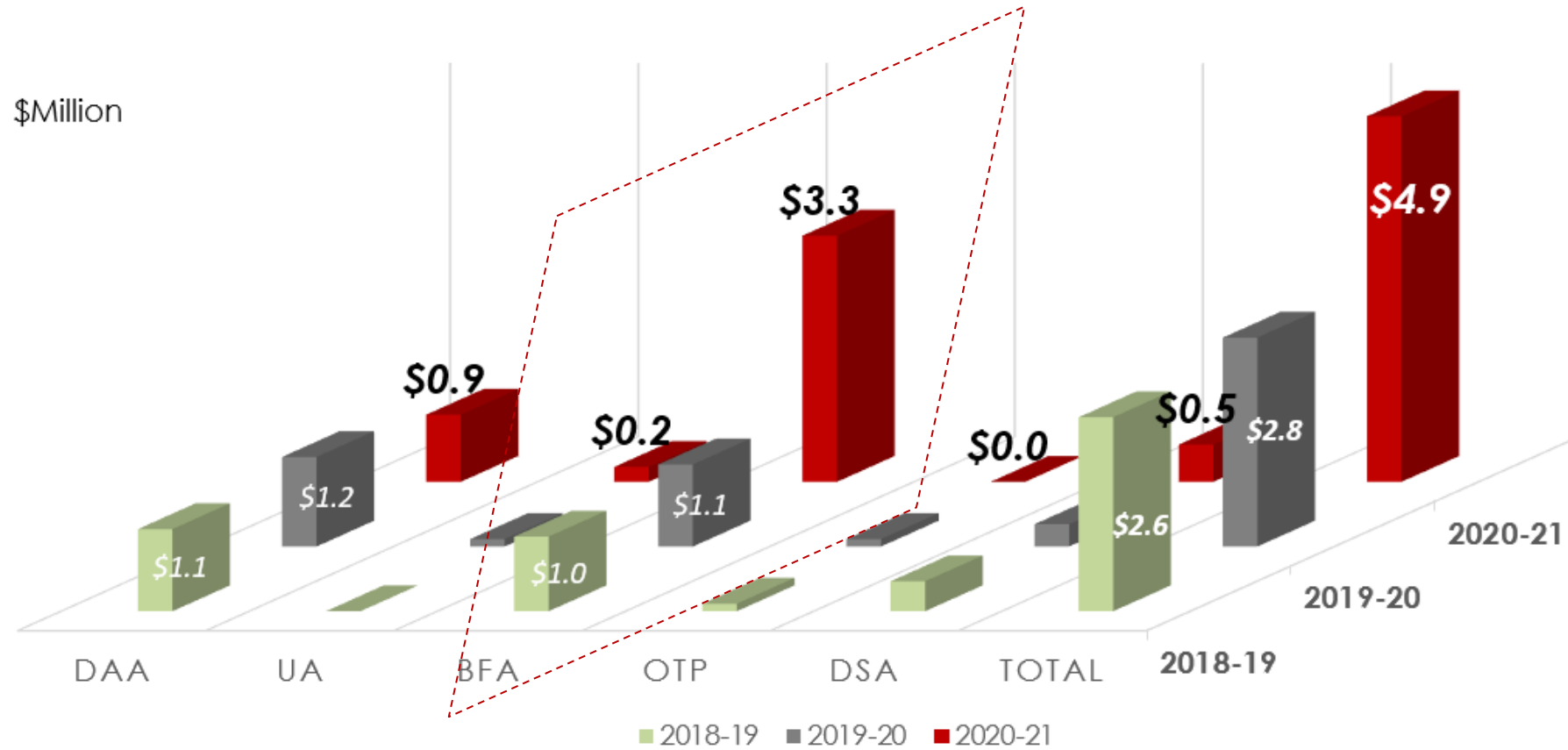
BUDGETED FTE: 239.75
ACTUAL FTE: 197.51



*As of November 19, 2021

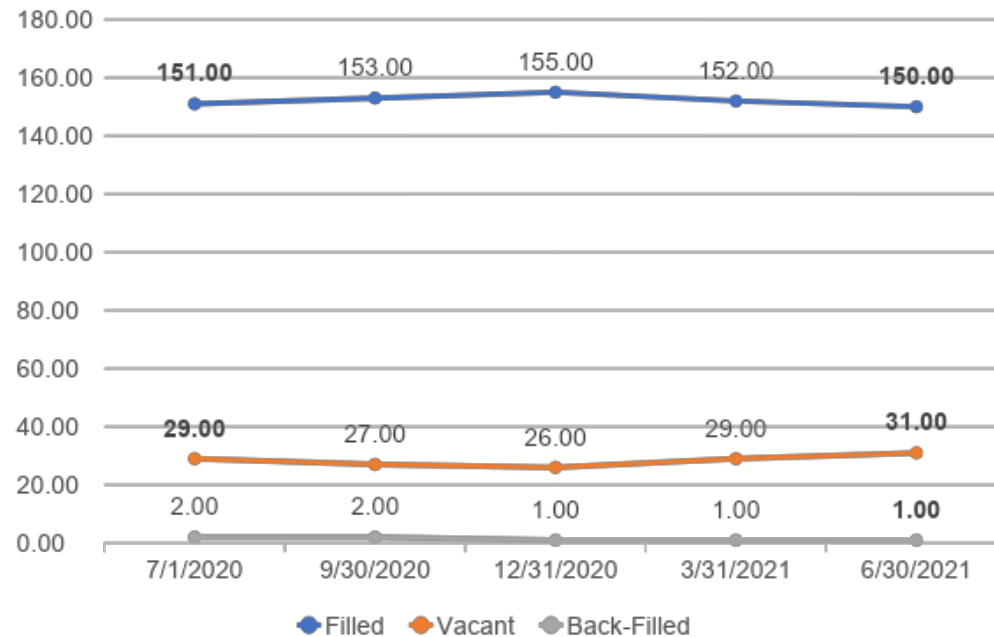
** Due to Director of Procurement vacancy, staff temporarily reporting to Jeff Kim

Salary Savings Trend (GD90I)



FY2020-21 Position Vacancy Trend (summary)

Budgeted FTEs: Tenure-Track Faculty
(excludes Librarians)

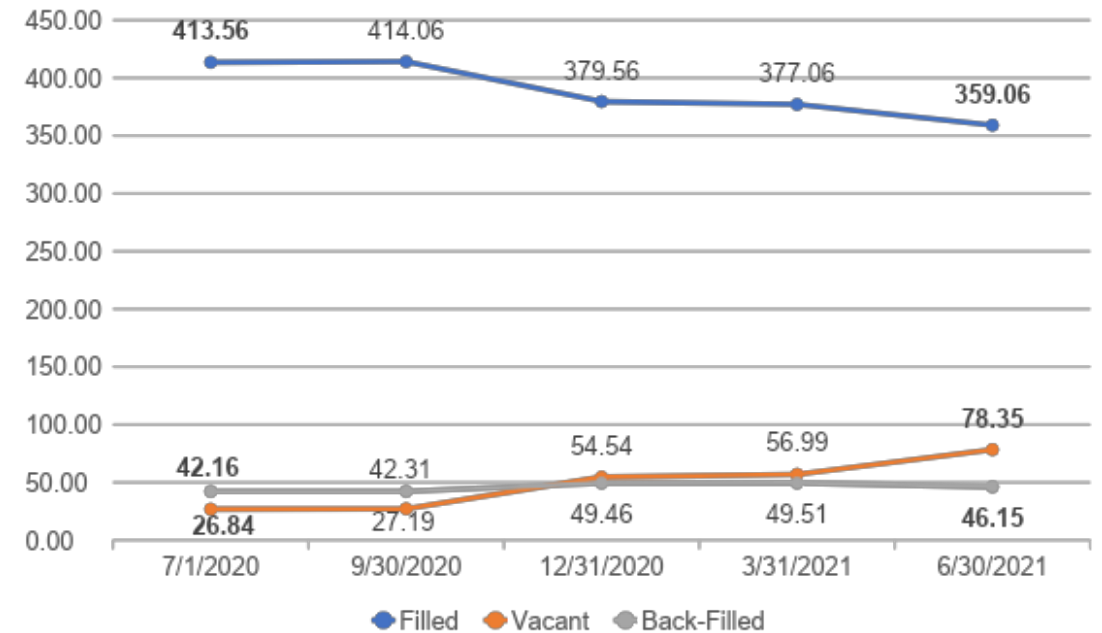


Budgeted FTE = 182

Vacancy Rate – Perm Positions:

- July 2020 = 16%
- June 2021 = 17%

Budgeted FTEs: Staff, Management & Librarians



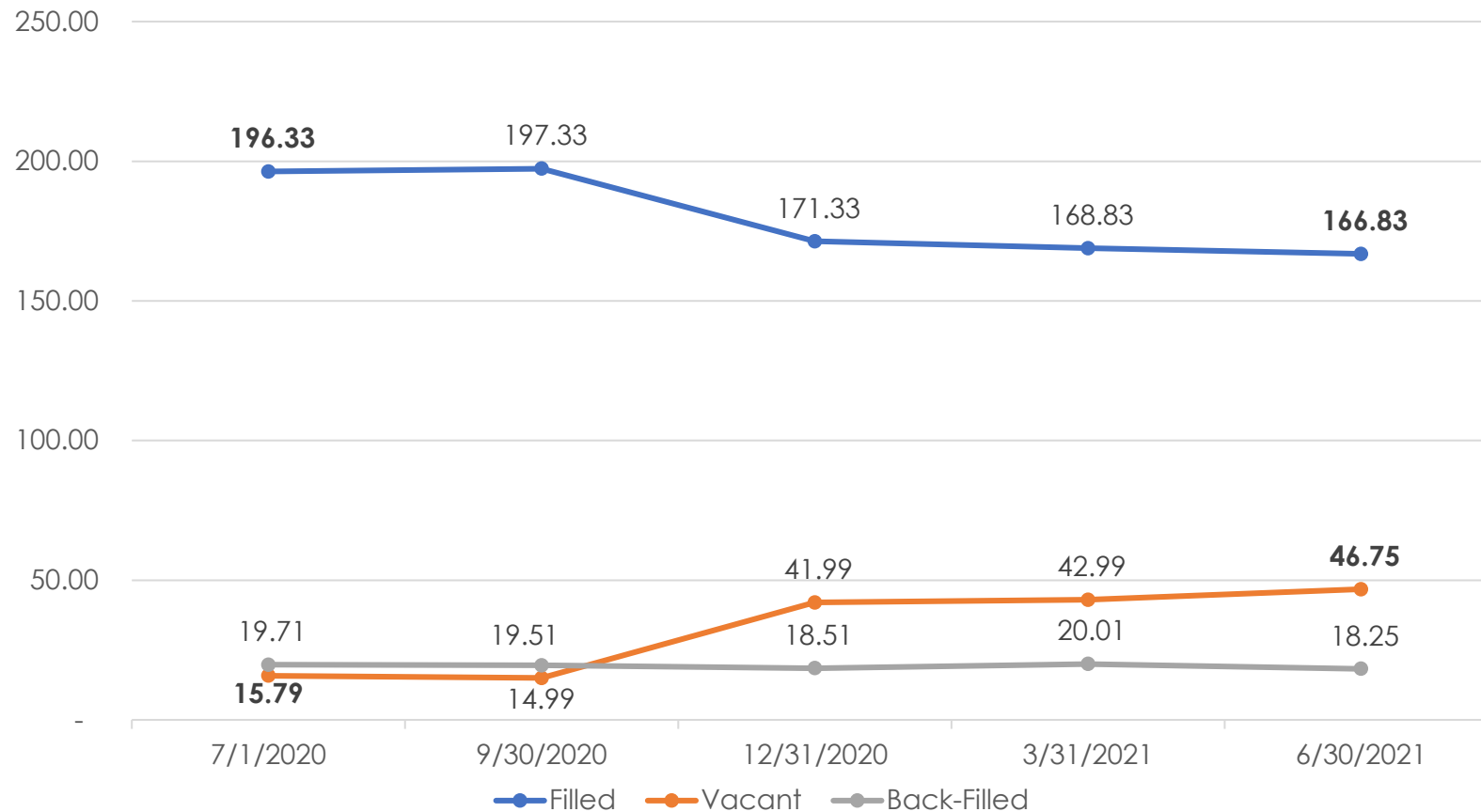
Budgeted FTE = 482.6

Vacancy Rate – Perm Positions:

- July 2020 = 6%
- June 2021 = 16%

FY2020-21 Position Vacancy Trend (summary)

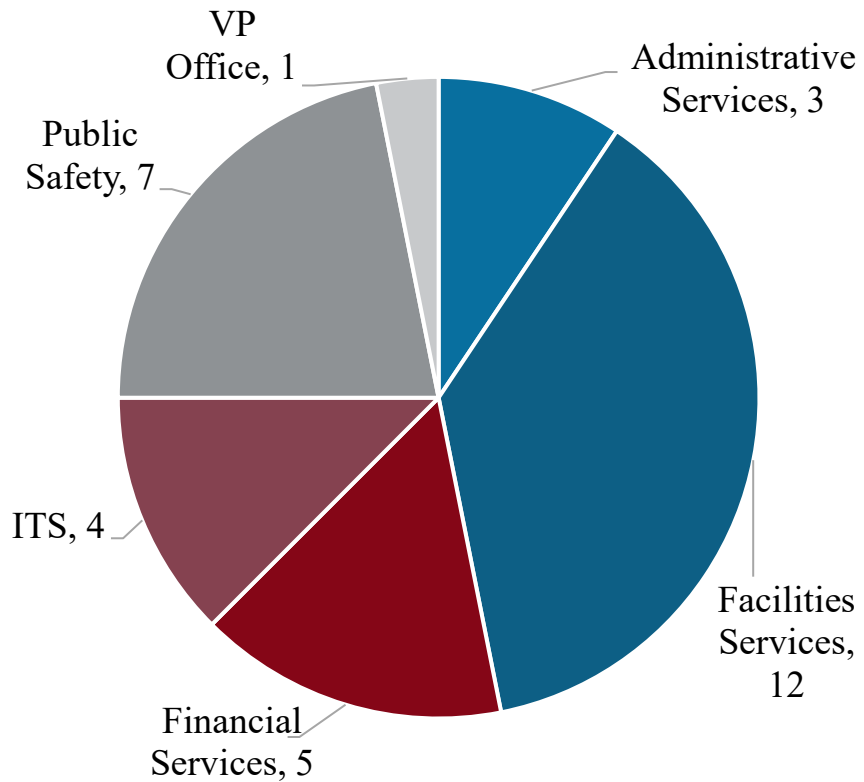
Budgeted FTEs: **Business & Financial Affairs**
(Staff & Management)



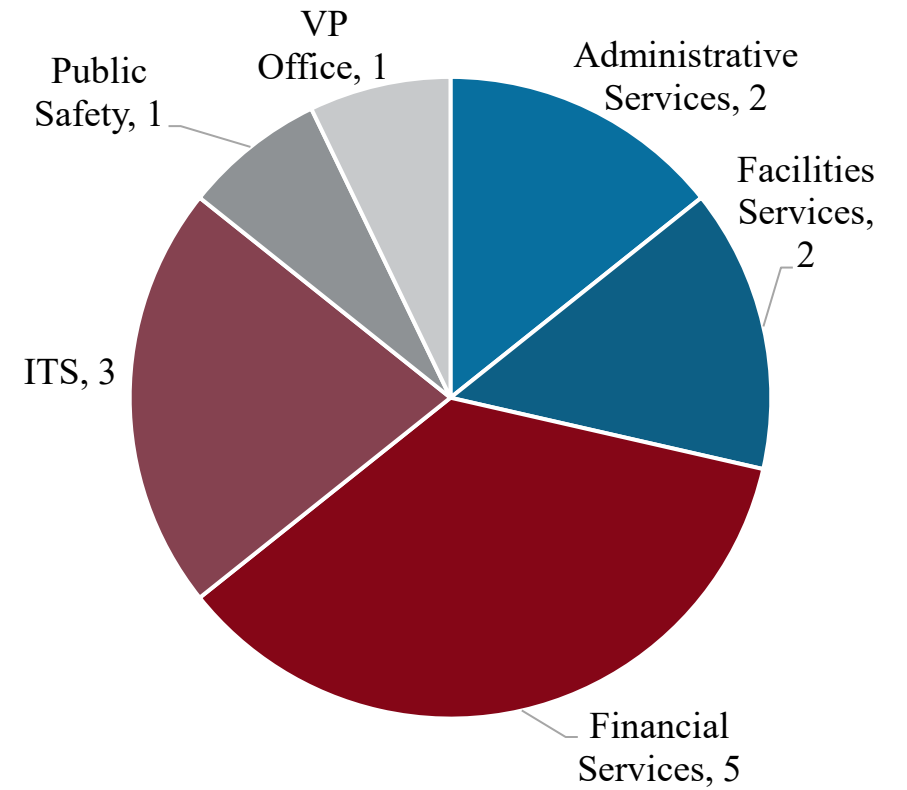
Budgeted FTE = 231
Vacancy Rate – Perm Positions:
• July 2020 = 8%
• June 2021 = 20%

Recruitment

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



Active Recruitments
(14 total)



**As of November 29, 2021*

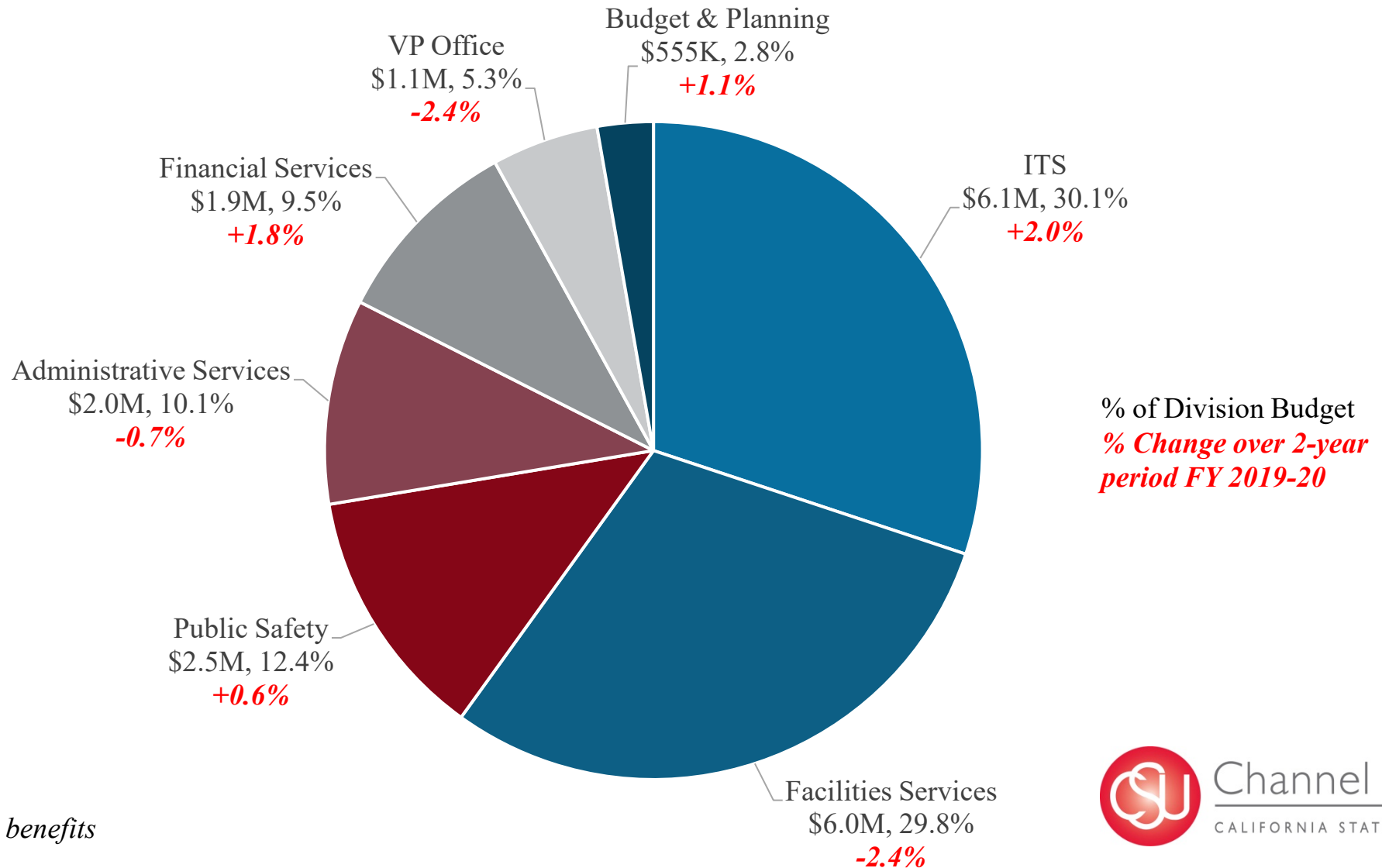
Budgeted vs Actual FTEs

	Budgeted FTE	Actual FTE
Administrative Services	30.0	22.01
Budget & Planning	4.5	4.5
Facilities Services	89.5	80.0
Financial Services	27.0	22.5
Information Technology Services	43.0	31.0
Public Safety	35.75	31.5
VP Office	10.0	6.0
Division Total	239.75	197.51

**As of November 4, 2021*

Distribution of Division Budget

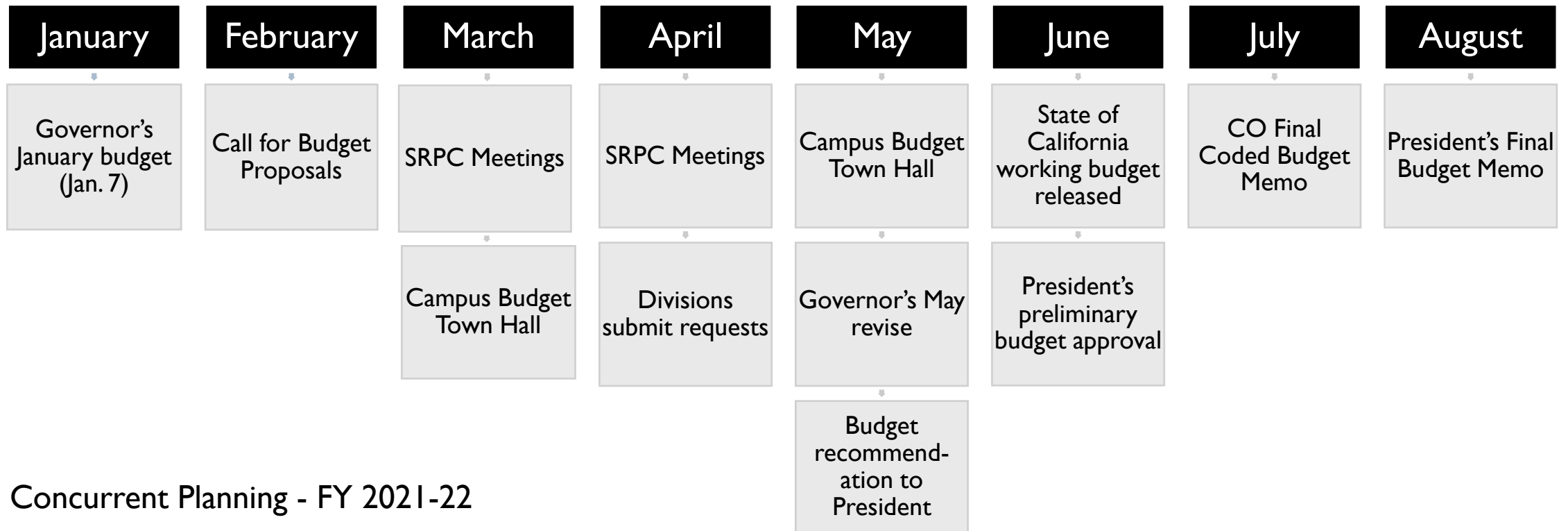
FY 2021-22 Operating Budget = \$20.1M*



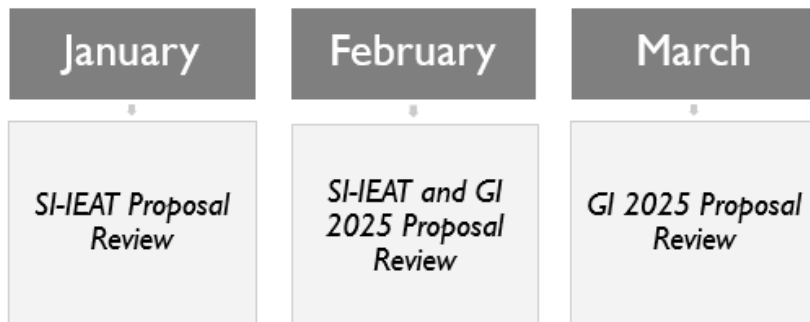
*Excluding benefits

Budget Planning Timeline – FY 2022-23

(preliminary)



Concurrent Planning - FY 2021-22



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.

change? How
guides
adapt
what to
you do
regarding

“Quote Me”

Welcome back!

- Take the poll by selecting the number of the Quote Card you chose.

change? How
you do
what to guides adapt regarding

1 “Neither situations nor people can be altered by the interference of an outsider. If they are to be altered, it must come from within.” -Phyllis Bottome	2 “You must do the thing you think you cannot do.” -Eleanor Roosevelt	3 “Life is either a daring adventure or nothing.” -Helen Keller
4 “It is not the strongest of the species that survive, nor the most intelligent, but the one most responsive to change.” -Charles Darwin	5 “A habit cannot be tossed out the window; it must be coaxed down the stairs a step at a time.” -Mark Twain	6 “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.” -Georg C. Lichtenberg
7 “If we don’t change, we don’t grow. If we don’t grow, we aren’t really living.” -Gail Sheehy	8 “When we are no longer able to change a situation – we are challenged to change ourselves.” -Viktor E. Frankl	9 “The first step toward change is awareness. The second step is acceptance.” -Nathaniel Branden

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



Melissa Cuevas

Administrative Assistant

Vice President's Office - DBFA

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

Groundsworker



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



Jorge Rodas-Buckner

Covid-19 Compliance Coordinator



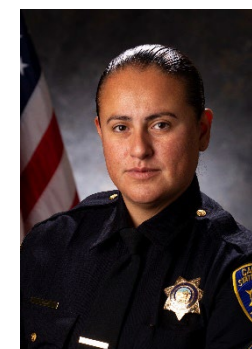
Marissa Zosimo

Covid-19 Compliance Coordinator



Johnathan Jenkins

Police Sergeant



Arcelia Rosas

Police Sergeant

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

COMMITTEE MEMBERS

Administrative Services

Richard Guyette
William Nutt

Facilities Services

Michelle Dietz
Terry Tarr

Financial Services

Marina Moreno, Secretary
Paula Rockenstein

ITS

Carlos Miranda
Ryan Garcia

Public Safety

Colleen Haws, Communications Coordinator
Joyce Spencer

VPBFA Office / Budget & Planning

Paula Robertson, Chair

UAS

Peter Maher

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 Ramachandra

CLOSING REMARKS

Laurie Nichols

Assistant Vice President for Administrative Services/HRO

Barbara Rex

Assistant Vice President for Budget and Planning/Interim HRO



California State
University

Division of
**BUSINESS &
FINANCIAL
AFFAIRS**

C H A N N E L
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