





California State  
University

Division of  
**BUSINESS &  
FINANCIAL  
AFFAIRS**

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

# Staff Resource Guide

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## DIVISION OF BUSINESS & FINANCIAL AFFAIRS

### MISSION

We support the University's academic mission by transforming the delivery of quality services to support the campus through continuous improvement.

### CORE VALUES

Teamwork

Diversity

Integrity

Respect

Excellence

Collaboration

Fun

### VISION

We are the recognized leader for delivery of outstanding services.



*How does what I do  
make this a better place for CI students  
to learn and develop?*

## VICE PRESIDENT AND DIRECT REPORTS



**Ysabel Trinidad**

*Vice President for BFA*

*Ext. 3169*

Ysabel joined CSUCI in December 2011, as the Vice President for Business & Financial Affairs. She previously served as the Vice Chancellor for Administrative Services at University of Washington Tacoma. Prior to that, she spent 12 years at University of Texas at San Antonio. Ysabel holds a B.S., Magna Cum Laude, in Business Administration from CSU Fresno and an M.B.A. from St. Mary's University, San Antonio.



**Jim August**

*Chief Information Officer and  
Associate Vice President for Information Technology Ext. 2099*

Jim August joined CSUCI in 2019 as the Chief Information Officer and Associate Vice President for Information Technology. He has over 20 years of experience in information technology and previously served as the Chief Information Security Officer at the University of the Pacific in Stockton, California, and as the Director of Information Security at Tarrant County College in Fort Worth, Texas. Jim holds a PhD in Aerospace Engineering from the University of Texas at Arlington, a Master's degree in Aerospace Engineering from the Pennsylvania State University, and a Bachelor's degree in Mechanical Engineering from Temple University in Philadelphia, PA.



**Nathan Bowden**

*Director of Strategic Operations*

*Ext. 3719*

Nathan joined CSUCI in June 2016 and now serves as the Director of Strategic Operations. Nathan has close to 20 years of professional experience in both the public and private sectors, including over 15 years as an attorney with a background in contracts, public information law, privacy and intellectual property. More recently, Nathan's work has focused on web communications, project management and process improvement. Nathan holds a Bachelor's Degree in History from Trinity University in San Antonio, Texas, and a Juris Doctor from the University of Texas at Austin.





## Stephanie Bracamontes

*Interim Assistant Vice President for Financial  
Services/Controller*

*Ext. 2668*

Stephanie Bracamontes is the Interim Assistant Vice President for Financial Services/Controller in the Division of Business and Financial Affairs. She joined CSU Channel Islands in 2006, has over 18 years of management experience and previously worked in local government, corporate retail and gasoline and petroleum wholesale industry. Stephanie holds a Bachelor's of Science Degree in Accountancy from California State University, Northridge.



## Thomas Hunt

*Interim Assistant Vice President  
for Facilities Services*

*Ext. 3352*

Thomas Hunt joined CSUCI in October 2017 and is the Interim Assistant Vice President for Facilities Services in the Division of Business and Financial Affairs. He brings over 20 years of facilities management experience from the U.S. Navy, Federal Government, and a private university. Tom holds a Bachelor's Degree in Industrial Engineering from the University of Texas at El Paso and a Master's Degree in Engineering from the University of Florida at Gainesville. He is a California licensed professional engineer, Certified Energy Manager and Certified Educational Facilities Professional.



## Jeff Kim

*Director of Budget, Finance and  
Operational Services*

*Ext. 2674*

Jeff Kim is the new Director of Budget, Finance and Operational Services. He brings over 16 years of corporate financial planning, financial systems, and project management experience from the entertainment, legal, and affordable housing industries. Jeff holds a bachelor's degree in Cognitive Science from UC Berkeley.



## Penny Matthews

*University Internal Auditor*

*Ext. 8909*

Penny Matthews is the University Internal Auditor in the Division of Business and Financial Affairs. She holds a bachelor's degree in Accounting and is a Certified Public Accountant. She has over 30 years of experience, most of which focused on auditing financial records and practices for compliance with regulations and policies. She reviewed contractors for Department of Defense, education/non-profit organizations working on research grants, and companies importing goods into the United States.



## Michael Morris

*Chief of Police*

*Ext. 8881*

Michael joined CSUCI in December 2006 as a Lieutenant, and was appointed Chief of Police in February 2018. A law enforcement officer since 1992, Michael's previous service was with CSU Bakersfield and the City of Lemoore. As the police chief, Michael oversees the University Police Department, Transportation & Parking, and Environmental Health & Safety work groups. He holds a B.A. degree in Criminal Justice and a Master's in Public Administration from CSU Bakersfield, and is a graduate of the California Law Enforcement Command College.



## Laurie Nichols

*Interim Assistant Vice President  
of Administrative Services*

*Ext. 8425*

Laurie Nichols is the Assistant Vice President of Administrative Services. She joined CSUCI in August of 2012. She has been a Human Resources professional for over 25 years. She has served in multiple roles such as Deputy Title IX Coordinator and Senior Director of Human Resources .



## Barbara Rex

*Assistant Vice President*

*for Budget, Planning, and Analysis*

*Ext. 3282*

Barbara Rex is the Assistant Vice President for Budget, Planning and Analysis in the Division of Business and Financial Affairs. She brings over 30 years of experience in financial planning, project management and strategic planning in private higher education, aerospace manufacturing and legal industries. Barbara holds a Bachelor's Degree in Business Administration from Mercyhurst University along with a Master's Degree in Contracts and Acquisition Management.

## VICE PRESIDENT'S OFFICE

### *Contact Information*

The Vice President's Office is responsible for the overall strategy and leadership of the Division of Business and Financial Affairs. Among other things, the office:

- helps lead innovative projects that support the growth of the University;
- helps manage communications on behalf of the division;
- manages the divisional budget; and
- manages projects across the division to help implement our strategic priorities.

### Office Information

Office: (805) 437-8875

Fax: (805) 437-2063

Office Hours: Monday—Friday 9 a.m.—5 p.m.

Personnel	Title	Ext.	Email
Ysabel Trinidad	Vice President for BFA	3169	ysabel.trinidad@csuci.edu
Strategic Operations			
Nathan Bowden	Director of Strategic Operations	3719	nathan.bowden@csuci.edu
Jeff Kim	Director of Budget, Finance and Operational Services	2674	jeff.kim@csuci.edu
Vacant	Special Assistant to the VPBFA		
Organizational Effectiveness			
Brian Lindgren	Organizational Effectiveness Specialist/Trainer	8442	brian.lindgren@csuci.edu
Administrative Support			
Paula Robertson	Executive Assistant	3169	paula.robertson@csuci.edu
Internal Audit			
Penny Matthews	University Internal Auditor	8909	penny.matthews@csuci.edu



## ADMINISTRATIVE SERVICES

### *Contact Information*

This area is responsible for the full complement of administrative services for the campus, including recruitment and employment processing, benefits administration, compensation and classification, risk management, equity and diversity, employee relations, and HR information systems. The unit maintains a liaison relationship with the Chancellor's Office for reporting and compliance matters. Administrative Services also includes Site Authority operations.

#### Office Information

Office: (805) 437-8875

Fax: (805) 437-2681

Office Hours: Monday—Friday 9 a.m.—5 p.m.

Personnel	Title	Ext.	Email
<b>Laurie Nichols</b>	Assistant Vice President of Administrative Services	8425	laurie.nichols@csuci.edu
<b>Human Resources</b>			
<b>Diana Enos</b>	Interim Associate Director of Human Resources	8426	diana.enos@csuci.edu
<b>Janet Korsmo</b>	Human Resources Coordinator	3163	janet.korsmo@csuci.edu
<b>Kim Sones</b>	Workers Comp/HR Specialist	2623	kim.sones@csuci.edu
<b>Kristy Madrigal</b>	Human Resources Coordinator	8450	kristy.madrigal372@csuci.edu
<b>Martha Ferguson</b>	HR Information Systems Coordinator	8567	martha.ferguson@csuci.edu
<b>JoAnn Stuermer</b>	Recruiter	8488	joann.stuermer@csuci.edu
<b>Christine Girardot</b>	Special Projects Analyst	8849	christine.girardot@csuci.edu
<b>Professional Development</b>			
<b>Wendy Olsen</b>	Learning & Development Specialist	8553	wendy.olsen@csuci.edu
<b>Risk Management</b>			
<b>Vacant</b>	Manager, Risk Management		
<b>Vacant</b>	Analyst/Risk Specialist		
<b>Site Authority Operations</b>			
<b>Rosa Bravo</b>	Interim Director of Operations	3281	rosa.bravo@csuci.edu
<b>Theresa Olivo</b>	Accountant II	8479	theresa.olivo@csuci.edu
<b>Marisela Lopez</b>	Accounting Technician	2638	marisela.lopez@csuci.edu

## ADMINISTRATIVE SERVICES

### *Contact Information*

Personnel	Title	Ext.	Email
Title IX & Inclusion			
Vacant	Executive Director for Equity & Inclusion		
Vacant	Deputy Title IX Coordinator		
Renee Fuentes	Interim Title IX Administrative	3608	<a href="mailto:renee.fuentes@csuci.edu">renee.fuentes@csuci.edu</a>

## BUDGET & PLANNING

### *Contact Information*

The purpose of the Budget and Planning office is to facilitate effective and efficient allocation and utilization of financial resources in a timely manner and in accordance with fiscally sound principals that support the University's strategic planning and decision-making processes.

Budget and Planning works with the University academic and administrative units in order to guide the annual budgetary process, embrace efforts of process simplification, create an open budget environment, and develop innovative solutions.

Personnel	Title	Ext.	Email
Budget & Planning			
Barbara Rex	Assistant Vice President of Budget, Planning & Analysis/University Budget Officer	3282	barbara.rex@csuci.edu
Lisa Woods	Budget and Information Systems Manager	8402	lisa.woods@csuci.edu
Terrie Cilley	Budget Analyst	3245	theresa.cilley@csuci.edu
Esmeralda Mendoza	Financial Reporting and Budget Analyst	3620	esmeralda.mendoza@csuci.edu



## FACILITIES SERVICES

### *Contact Information*

Facility Services is responsible for planning, designing and constructing new buildings and renovations, maintaining buildings and landscaping, providing custodial services, managing utilities, and providing support services to the campus. Facilities Services also maintains a liaison relationship with the Chancellor's Office for the coordination of capital projects along with reporting and compliance matters.

#### Office Information

FS Main Line: (805) 437-8461

Email: [opcworkcenter@csuci.edu](mailto:opcworkcenter@csuci.edu)

Office Hours: Monday—Friday 7 a.m.—4 p.m.

Personnel	Title	Ext.	Email
<b>Thomas Hunt</b>	Interim Assistant Vice President for Facilities Services	3352	<a href="mailto:thomas.hunt@csuci.edu">thomas.hunt@csuci.edu</a>
<b>Operations</b>			
<b>Wes Cooper</b>	Senior Director of Facilities Services	2662	<a href="mailto:wesley.cooper@csuci.edu">wesley.cooper@csuci.edu</a>
<b>Raudel Banuelos</b>	Director of Facility Support	8464	<a href="mailto:raudel.banuelos@csuci.edu">raudel.banuelos@csuci.edu</a>
<b>Guy Spevak</b>	Assistant Director of Operations	3778	<a href="mailto:guy.spevak@csuci.edu">guy.spevak@csuci.edu</a>
<b>Tim Berndtson</b>	Assistant Director, Logistical Services & Maintenance	3543	<a href="mailto:timothy.berndtson@csuci.edu">timothy.berndtson@csuci.edu</a>
<b>Bianca Acosta</b>	Facilities Services Analyst	8462	<a href="mailto:bianca.acosta@csuci.edu">bianca.acosta@csuci.edu</a>
<b>Planning, Design &amp; Construction (PDC)</b>			
<b>David Carlson</b>	Interim Director of Planning, Design & Construction	8472	<a href="mailto:david.carlson@csuci.edu">david.carlson@csuci.edu</a>
<b>Dan Gerrard</b>	Manager of Inspection Services	3354	<a href="mailto:dan.gerrard@csuci.edu">dan.gerrard@csuci.edu</a>
<b>Vacant</b>	Manager of Planning Services, Associate Architect		
<b>Terry Tarr</b>	Associate Architect/Project Manager	2018	<a href="mailto:terry.tarr@csuci.edu">terry.tarr@csuci.edu</a>
<b>Susan Davis</b>	Administrative Services Specialist	3541	<a href="mailto:susan.davis@csuci.edu">susan.davis@csuci.edu</a>
<b>Christine Miller</b>	Drafting Technician	3153	<a href="mailto:christine.miller@csuci.edu">christine.miller@csuci.edu</a>

## FINANCIAL SERVICES

### Contact Information

Financial Services consists of several departments: Accounting, Accounts Payable, Student Business Services, Procurement and Contract Services, and University Auxiliary Services. It provides support to the main campus, CSUCI's three auxiliary organizations and two public entities.

#### Office Information

Office: (805) 437-8875

Fax: (805) 437-2063

Personnel	Title	Ext.	Email
<b>Stephanie Bracamontes</b>	Assistant Vice President for Financial Services	2668	stephanie.bracamontes@csuci.edu
<b>Teresa Montoya</b>	Admin Support Assistant for Financial Services and Budget & Planning	3514	teresa.montoya@csuci.edu
<b>Accounting   Fiscal Services</b>			
<b>Leslie Brotcke</b>	Accounting Manager	1631	leslie.brotcke@csuci.edu
<b>Leo Cervantes</b>	Lead Sr. Staff Accountant, Treasury	3175	leopoldo.cervantes@csuci.edu
<b>Jennifer Conkwright</b>	Accountant I	3280	jennifer.conkwright@csuci.edu
<b>Accounts Payable</b>			
<b>Myrna Sta Ana</b>	Accounts Payable Supervisor	8489	myrna.staana@csuci.edu
<b>Cheryl Peckham</b>	Accounts Payable Technician	3238	cheryl.peckham@csuci.edu
<b>Payroll</b>			
<b>Vickie Metcalfe</b>	Payroll Manager	3731	vickie.metcalfe@csuci.edu
<b>Jacinta Bastone</b>	Confidential Specialist	8487	jacinta.bastone@csuci.edu
<b>Betty Berriochoa</b>	Payroll Analyst	8848	betty.berriochoa@csuci.edu
<b>Michele Naveau</b>	Payroll Technician	2095	michele.naveau162@csuci.edu
<b>Procurement and Contract Services</b>			
<b>Marcus Armstrong</b>	Director of Procurement and Con-	8581	marcus.armstrong@csuci.edu
<b>Daniel Brown</b>	Contract Specialist	1628	daniel.brown153@csuci.edu
<b>Dianna Mann</b>	Procurement/Accounts Payable Co-	8449	dianna.mann@csuci.edu

## FINANCIAL SERVICES

### *Contact Information*

Personnel	Title	Ext.	Email
<b>Procurement and Contract Services</b>			
<b>Stacie Dee</b>	Buyer I	8846	stacie.dee@csuci.edu
<b>Rhonda Florick</b>	Buyer II	3775	rhonda.florick@csuci.edu
<b>Carolyn Meeks</b>	Interim Buyer III	8481	carolyn.meeks@csuci.edu
<b>Student Business Services (SBS)</b>			
<b>Anna Bencoter</b>	Manager, SBS	3536	anna.bencoter@csuci.edu
<b>Robert Garcia</b>	Cashier	3717	robert.garcia968@csuci.edu
<b>Anahi Munson</b>	Vault Teller/Cashier		anahi.munson104@csuci.edu
<b>Letitia Poteet</b>	Disbursement & Refund Technician	8454	letitia.poteet@csuci.edu
<b>Leah Torres</b>	Collections Specialist	3917	leah.torres@csuci.edu
<b>University Auxiliary Services</b>			
<b>John Lazarus</b>	UAS Director	3151	john.lazarus@csuci.edu



# INFORMATION TECHNOLOGY SERVICES (ITS)

## Contact Information

This unit is responsible for providing and supporting technology and innovative solutions that enhance the educational experience and University operations. This includes application services, data and quality management, information security, infrastructure, project management, solution center, user services, and web services.

### Office Information

Shared Services Solution Center (SSSC): (805) 437-8552

Fax: (805) 437-2063

Office Hours: Monday—Friday 8 a.m.— 5 p.m.

Personnel	Title	Ext.	Email
Jim August	Chief Information Officer	2099	jim.august@csuci.edu
Liza Bruno	Budget Analyst	2711	liza.bruno@csuci.edu
Leticia Romero	System Analyst	8533	leticia.romero@csuci.edu
Josh Magana	Financial Analyst	8593	josh.magana@csuci.edu
Application Services			
Shawn Bochat	Associate Director of Application Services	3224	shawn.bochat961@csuci.edu
Data and Quality Management			
Shaun O'Donnell	Data Manager & Research Specialist	2036	shaun.odonnell@csuci.edu
Paul Peterson	Data & Research Analyst	3635	paul.peterson@csuci.edu
Information Security			
Neal Fisch	Director of Enterprise Services & Security	3278	neal.fisch@csuci.edu
Carlos Miranda	Associate Director of Information Security	3919	carlos.miranda@csuci.edu
Infrastructure			
Herbert Aquino	Director of IT Infrastructure	8550	herb.aquino@csuci.edu
Project Management			
Peter Mosinskis	Director of IT Strategy	8587	peter.mosinskis@csuci.edu
Melissa Bergem	Project Management Specialist	3557	melissa.bergem@csuci.edu

# INFORMATION TECHNOLOGY SERVICES (ITS)

## *Contact Information*

Personnel	Title	Ext.	Email
<b>Project Management</b>			
<b>Asha Ramachandra</b>	Project and Service Management Specialist	1693	asha.ramachandra@csuci.edu
<b>Solution Center</b>			
<b>Anderson Hanchett</b>	Solution Center IT Consultant	1630	anderson.hanchett@csuci.edu
<b>User Services</b>			
<b>Dawn Canfield</b>	Manager of User Services	2643	dawn.canfield@csuci.edu
<b>Web Services</b>			
<b>Daniel Martinez</b>	Web Supervisor	3932	daniel.martinez@csuci.edu

## INTERNAL AUDIT

### *Contact Information*

The Internal Audit Office assists CSUCI management across the University in assessing administrative risks and evaluating the controls put in place to address these risks. Services provided by the Internal Audit Office include evaluating and advising on programs across the campus to help reduce risk, conducting internal audits, coordinating with auditors from the Chancellor's Office, the Bureau of State Audits and other outside auditors.

### Office Information

Office: (805) 437-8909

Office Hours: Monday—Friday 8 a.m.— 5 p.m.

Personnel	Title	Ext.	Email
Internal Audit			
Penny Matthews	Internal Auditor	8909	penny.matthews@csuci.edu



## PUBLIC SAFETY

### Contact Information

Public Safety is responsible for the safety and security of the campus environment as well as management of campus transportation and parking. The unit is comprised of Police Operations, Police Administration (including transportation and parking), Emergency Management, and the Environmental Health & Safety program (EHS).

#### Office Information

Police, Non-Emergency: (805) 437-8444

Transportation & Parking Services: (805) 437-8430

EH&S Main Line: 805-437-3550

Email: [police@csuci.edu](mailto:police@csuci.edu)

[parking@csuci.edu](mailto:parking@csuci.edu)

Office Hours: Monday—Friday 8 a.m.— 5 p.m.

Personnel	Title	Ext.	Email
Police			
Michael Morris	Chief of Police	8881	<a href="mailto:michael.morris@csuci.edu">michael.morris@csuci.edu</a>
Massey Drake	Operations Lieutenant	8447	<a href="mailto:drake.massey@csuci.edu">drake.massey@csuci.edu</a>
Christopher Jetton	Administration Lieutenant	3916	<a href="mailto:christopher.jetton@csuci.edu">christopher.jetton@csuci.edu</a>
Colleen Haws	Executive Assistant and Business Services Analyst	8433	<a href="mailto:colleen.haws@csuci.edu">colleen.haws@csuci.edu</a>
Emergency Management			
Maggie Tougas	Emergency Manager	3765	<a href="mailto:margaret.federico@csuci.edu">margaret.federico@csuci.edu</a>
Environmental & Health Safety			
Peer Gerber	Director of Environmental Health & Safety	8847	<a href="mailto:peer.gerber@csuci.edu">peer.gerber@csuci.edu</a>
Joyce Spencer	Health and Safety Manager	3922	<a href="mailto:joyce.spencer@csuci.edu">joyce.spencer@csuci.edu</a>
Derick Nguyen	Safety Coordinator	3369	<a href="mailto:derick.nguyen@csuci.edu">derick.nguyen@csuci.edu</a>

# NEW EMPLOYEE CHECKLIST

## CSUCI Dolphin ID Card

1. After HR paperwork is processed, please contact Student Business Services (SBS) at (805) 437-8810 to confirm whether a Dolphin ID card is ready to be made for you.
2. If it's ready to be made, go to SBS in Sage Hall during open hours and request an ID Card.
3. Take your photograph and finish picking up ID.

## Parking Permit

1. If you elect to get a parking permit, walk to Placer Hall front entrance.
2. Go to front desk and pay for an employee parking permit.

## Payroll Calendar

1. Link to the [payroll website](#) for CSUCI.

## Division Communication

1. [Division Webpage](#)

## Cisco Phone Instructions

1. [Cisco Phone Instructions \(PDF\)](#)

## Pharos Printing

1. [Printing and Copying Information](#)

## CSYou

1. CSYou is the employee intranet portal for all California State University (CSU) employees, enabling access to documents, news and resources.
2. Features
  - Systemwide employee directory/people finder
  - Benefits and open enrollment information for employees
  - Systemwide procurement and contracts
  - Connect with Communities of Practice and collaborative groups within the CSU
  - Search for open jobs across the CSU
  - Repository of policies and CSU executive orders
3. [CSYou Overview](#)
  - [CSYou](#) Direct Link



## DIVISION OF BUSINESS & FINANCIAL AFFAIRS

