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California State
University

Division Of
**FINANCE &
ADMINISTRATION**

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

VOLUME I, ISSUE 2

FALL, 2012

Last spring, during our Division-wide meeting, you were introduced to the concept of “Lean.” Since then, many of you have been “leaning up” operations in your area. So far, several Lean pilot projects have been completed, and have resulted in streamlined work processes and savings in both time and dollars. You’ve probably already heard about the automation of the Request for Goods and Services process, and improvements in the work order process. Just as importantly, though, the satisfaction of creating an even better university has personal rewards.

In the coming months, you’ll be hearing more about Lean projects, and be provided with the Lean tools and training to help you create your own changes, particularly in those areas that give you “heartburn.” Be warned, though: Lean has a way of spilling out of the workplace and into your life!



The founding Finance & Administration Staff was recently recognized at our last division meeting held on Sept. 6th.



Mission:
We are committed to providing expertise, guidance, and support in a wide variety of functions for internal and external customers.



Finance

In keeping with the goals of the CSU Synergy initiative, which calls for campuses to work collectively to reduce costs, effective October 1st, the CSU launched a program for all campuses to purchase office supplies through Office Max. This program is a “full participation” initiative, meaning that Office Max has become CSU’s primary source

of office products. It is anticipated that this program will result in savings of several hundred thousands dollars per year for the CSU system, helping to mitigate its ongoing budget crisis. By using Office Max for all office supply purchases, you will be supporting CI’s ongoing work to improve operational efficiency and compliance efforts.

Further details about this and other PCard-related information can be found in the Procurement Card Handbook. We thank you for your support of this important initiative. For questions, contact Karina Cruz at Ext. 8581.

Procurement & Contract Services

On August 14th, Procurement held its 3rd annual Office Supplies Swap Meet in the Broome Plaza. This event provided campus departments with the opportunity to clear out clutter in storage cabinets and offer items no longer needed to other departments. Rather than adding to landfills or buying new items, CI is practicing re-use at its best.

Additionally, Clark’s Printing is now picking up excess white printer paper, cutting each ream and then

returning them to CI for re-use at a reduced price. This has resulted in more storage space.

At this year’s swap meet, the most popular item was binders. This is a good sign because it shows that CI is becoming more sustainable by using less paper. However, there were still many binders remaining after the swap meet, and so Casa Pacifica was invited to take what they wanted for their kids. Four large boxes of binders made their

way to our next door neighbors. They were very grateful, and so were we!

It’s really good news that our swap meet is getting smaller each year because it means that CI is becoming more conscientious about managing waste. We are definitely heading in the right direction.



Green House Project



Did you know...CI has a Green House Project?



Steve Sandwall, OPC’s Mason is leading the Green House Project, which will result in a new green house for the students in the Science Department. The new building is located adjacent to Modoc Hall, and the next phase of the project will be additional site work, routing utilities, and pouring the foundation

walls and slab. Steve has worked along with the other OPC shops to complete the building frame, install glass panels, and see that most of the interior equipment and controls have been installed. Kudos to Steve for all of his efforts.

Mission:
We are committed to creating a consistently cooperative work environment that supports CI's mission by providing quality personalized guidance and support to our faculty and staff.

Human Resources Programs

- The annual Staff & Faculty BBQ, held on August 16th, was well attended.
- Some areas of pension reform will impact the CSU. For more information go to <http://calstate.edu/hr/Pension/>
- On October 31st, the annual

statewide charitable giving kickoff will be held during CI’s annual Spooktacular event. JoAnn Stuermer will provide more information soon about charitable giving with United Way. During the Spooktacular event, staff and

faculty will be competing in a costume contest, a department decorating contest, and a chance to win raffle prizes. The Spooktacular will be held from 10:45-12:00 in the Grand Salon.

Mission:
Operations, Planning & Construction is committed to providing excellence in customer service, quality workmanship, quick response, forward vision, and planning to enable ongoing University programs and operations.



Boating Students at Channel Islands Harbor



The BISC building, opening soon.

Mission:
The CSU Channel Islands Police & Parking Services Department, in partnership with its student-centered community, ensures a safe and secure campus environment.

Mission:
University Glen Corporation supports the mission of California State University Channel Islands by providing our students, faculty, staff and guests with a variety of high quality services in a fiscally responsible way that complements and enhances the educational mission of the University.

Operations, Planning & Construction

- OPC hosted a meeting of the local chapter of American Public Works Association (APWA) on Sept 13th. This meeting was held to reach out to the community and publicize CI's 10th anniversary.
- OPC is eliminating the cumbersome paper-based key/access code approval process. A new Key Request Module has been implemented through WebWorks, the same operating system used for requesting work orders. Requestors are able to electronically sign or forward their key request to approvers for electronic signatures, which are then submitted to the OPC Lock Shop. This new system will eliminate the routing of paper and streamline the approval process while contributing to CI's sustainability goals. FAQs will soon be available on OPC web-site.
- OPC has been busy completing many projects on campus. The new University Road opened over the summer, and the upgrades to Camarillo Street were completed in August. And, the North parking lot was opened prior to the start of the Fall semester, giving more students better access to the campus.
- The Boating Instruction and Safety Center (BISC) building will be opening soon. This new facility, which includes a boat dock, will give students and faculty the use of multi-purpose classrooms on the Channel Islands Harbor waterfront.



University Police



- The campus all-hazards emergency plan has undergone its annual update, and training took place in September.
- President Rush administered the oath of office to CI's newest police officer, Greg Reynolds, on August 28th, and Officer Reynolds has now successfully completed his 12-week field training and orientation program.
- Danny Haws has begun his new duties of coordinating the department's alternative transportation program as well as overseeing special events and initiatives.
- Signage has been posted in CI Park to regulate the entrance, facility, and parking. Police and Parking Officers have officially started their education and enforcement activities in the Park.
- Parking Officers are now tracking the utilization of available lots during the academic day.
- As part of National Preparedness Month, the police department hosted an Emergency Preparedness Forum. Representatives from the Ventura County Fire Department, Ventura County Public Health, American Red Cross, Ventura County Office of Emergency Services were on hand to answer questions and provide valuable resources.

University Glen

- Islands Café served 1,459 meals during its back-to-school weekend, reflecting an 8% increase over meals served during the same time last year.
- This fall there are 90 Housing and Residential Education (HRE) students living in University Glen, up by about 70 over previous years.
- The construction of Pizza 3.14 will be completed in mid-November, with opening anticipated by the start of the spring semester.





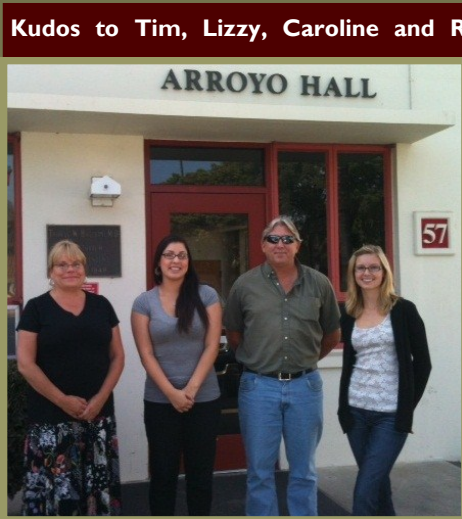
Staff Kudos:



Kudos to the ladies in Human Resources: **Clarice, Ria, and JoAnn** for collecting items for the Office Swap and organizing items in West Hall.



OPC staff was appreciated by Enrollment Services and the Division of Student Affairs for the hard work of completing Sage Hall.



Kudos to Tim, Lizzy, Caroline and Roxy at the OPC Work Center for delivering a high level of Customer Service. "You know that one of the measures of success is the number of phone calls we do not get, and you have been wildly successful. I don't thank you enough, so thank you."

-Dave Chakraborty

Dear Human Resources,

I would like to express my gratitude for the help **Diana Enos** has given me over the years. She is not only very knowledgeable and highly efficient, but also very pleasant to work with. I had worked at Wells Fargo for 31 years where the mantra was service. If she had been at Wells Fargo, she would of received a service of excellence award. This is the first time I have written an appreciation letter since joining the university. I feel this kind of excellent service should be encouraged.

Thanks, Dr. Sung Won Sohn



Kudos to Karina Cruz, Procurement Coordinator, for implementing the



US Bank declining balance ProCard for OPC's change orders. This system will replace approximately 60 requisitions for blanket purchase orders for commodities each year, the related change orders, and invoice/payment processing for each purchase order release. In addition, the cardholders have access to their own reports and can monitor their balances much more easily. This is a big time saver for OPC, Procurement, and Accounts Payable. Kudos to Karina for instilling sustainability and efficiency to the CI campus.



Mission Statement

We support CI's academic mission by transforming the delivery of services through continuous improvements, providing a foundation that is knowledge driven, flexible in approach, and entrepreneurial in spirit.

Vision Statement

We are the recognized leader for delivery of outstanding services to our campus community.

Our Core Values

We value a **People-Centric** perspective that includes **Teamwork, Collaboration, and Relationships** across campus. In addition, we value **Excellence** that is exhibited through **Efficiency, Accountability, and Conscientiousness.**

The **Spirit** of our Division is reflected by

Fun, Magic, Pride, and Integrity

We also commit ourselves to these qualities:

- ~ Timeliness ~ Safety and Quality ~ Compassion ~ Trust and Respect
- ~ Dedication and Willingness ~ Sustainability



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