

Division of Finance & Administration

Newsletter



Division Of
**FINANCE &
ADMINISTRATION**
C H A N N E L
I S L A N D S

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Greetings from Vice President

for the

Division of Finance & Administration

Dear Colleagues,

THANK YOU for the warm welcome and good insights you've given me during my first few months here! I have learned a tremendous amount about CI and the California State University system, including some of the challenges we face. As an example, with the fiscal year coming to a close, the Chancellor's Office and our sister-campus are tackling potentially difficult actions to address possible cuts next year in state funding. At CI, we are fortunate in this regard, because as one of the few campuses whose enrollment will grow, the impact of any potential cut will not be as burdensome. CI is also guided by solid leadership and a caring community to ensure the best possible outcomes for our campus.

To keep our campus community informed, including challenges we face, we have committed to share information on a regular basis. As a Division, we have identified communication as one of our four goals; I believe it is vital to a healthy organization. To support this goal, the Division's website has been revamped to create an environment that is welcoming, intuitive, and easy to navigate. I welcome, encourage, and appreciate your feedback.

There is no denying that our operating environment is very challenging but with your individual efforts, planning, hard work, cooperation and optimism, the goals and objectives of CI will be achieved. Your good work makes a difference!

Sincerely,

Ysabel Trinidad

Budget & Fiscal Services

CI's Finance Team is responsible for ensuring that all accounting, purchasing, reporting, and reconciliation functions are performed in accordance with applicable law and policy for the campus, its three auxiliaries, and two public entities. Departments within Budget & Fiscal Services include General Accounting, Procurement and Contract Services, and Student Business Services. Budget & Fiscal Services is responsible for the

planning, development, and administration of funds appropriated to CI, and provides analysis, production, and administrative support for PeopleSoft finance systems.

Functions performed by the Finance Team include accounts payable and receivable, trust accounting, financial reporting, purchasing of goods and services, administering contracts, travel programs, and property functions. Student Business Services is responsible for the

accounting and administration of students' financial activities.

The Finance Team is committed to providing the highest level of service to the campus community, and can be reached weekdays between 8:00 a.m. and 5:00 p.m. (805) 437-8875

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



Common Coral Tree



Did you know...

That CI has a Garden Specialist?

John Fluharty has been working at CI for nearly two years, and is not only a Certified Arborist., but is an expert when it comes to insect pathologies, soils, and shrubs. His position was created specifically for the beautification of the CI campus. John, who has a background in horticulture, has a B.A. in liberal studies. Recently,



John conducted a tour for Camarillo's Bloomin' Thyme Garden Club, and impressed the group with his vast knowledge of all of the campus plants, including both common and Latin names. Some of the trees that were highlighted were the Golden Dewdrop and the Common Coral trees. Among other beautiful trees are the

Sephora Japanese and Orchid trees.

John's future work will include the renovation of the numerous campus courtyards.

When not at CI, John enjoys cooking for his family.

Human Resources Programs

HRP's mission is accomplished by providing a comprehensive human resources program to department managers, directors, supervisors, and employees. Human Resources Programs is committed to creating a consistently cooperative and productive work environment that enriches all University functions and thereby enhances student success. HRP provides quality

personalized guidance and support to faculty and staff in benefits administration, work/life balance, compensation and classification, professional training and development, environmental health and safety, risk management, diversity and equity, and amicable resolution of employment and labor disputes through collaboration, mutual respect, and dignity.

Human Resources Programs supports student growth by assisting with campus employment opportunities that provide valuable work experiences.

Human Resources Programs is open weekdays from 10:00 a.m. until 3:00 p.m. (805) 437-8490

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.

Operations, Planning & Construction

OPC keeps the campus running.

Operations, Planning & Construction (OPC) supports CI's mission of teaching and learning by maintaining safe, clean, and functioning facilities and building new innovative spaces. The departments within OPC are committed to completing projects on budget and on time. They provide quality workmanship, excellent customer service, and create a sustainably built habitat.

OPC plans new spaces to meet CI's long-term and short-term needs; designs, renovates, and constructs classrooms, offices, housing and other spaces needed to accommodate growth; maintains the buildings and keeps them functioning; provides custodial services and keeps buildings clean; maintains the grounds and landscaping; delivers mail; and supports events.

Sustainability performance is one of OPC's top priorities. With its proactive approach, CI ranked 4th highest among all universities nationwide that participated in the AASHE "STARS" performance measure of "Building Operations and Maintenance."

OPC's offices are open weekdays, and their phone number is (805) 437-8461.



University Police

Enforcement of criminal law is only one of the many functions of Police & Parking Services (PPS). The department also works to reduce crime through preventive patrol, aids individuals who are in danger, facilitates the safe and efficient movement of motor vehicles, resolves conflicts, identifies risks, creates and maintains security on

campus, and promotes and preserves civil order.

The authority to use force stamps police work with a uniqueness that sets it apart from other university functions. Police officers choose among alternative courses of action or inaction, depending on their expe-

rience, training, and judgment when making decisions involving the life and liberty of those persons occupying the campus.

PPS is located in Placer Hall, and the lobby is open 24/7. Contact them at (805) 437-8430.

University Glen

University Glen Corporation (UGC) is an auxiliary of CI. It provides a number of services to the campus community, including 658 dwelling units that are apartments, townhomes, and single family residences, and townhomes. Currently, there are approximately 2,400 residents living in University Glen. UGC also operates all food services for the campus.

The Town Center, with 30,000 square feet of retail space, houses The Cove Bookstore, Tortillas Grill and Cantina, Sammy's Market, Subway, and The Copy Center. In addition, a pizza, salad, and wings restaurant is being planned, with opening anticipated for this coming fall.

Contact number for University Glen's main office is (805) 437-8896.



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.

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.



Staff Kudos:



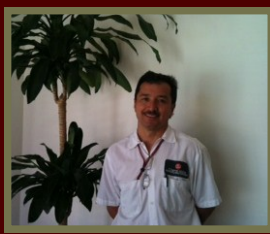
DAVE CHAKRABORTY

Excellence in Service Award,
Dave was chosen to receive this recognition by Student Affairs. He aspires that OPC provide the highest level of customer service .



DAN RUSS

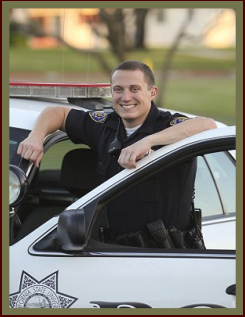
CI's Police Officer of the Year,
chosen by his peers for being instrumental in the continued development of the Rape Aggression Defense (RAD) training courses offered to female students and in the CIT training program for police officers.



Kudos to Rogelio Mendoza, who is supervising the exterior refresh project. Debris removal and repair of tile roofs, stripping old paint, repairing cracks and holes, and painting buildings, doors and windows are all part of the work. Rogelio has managed to meet deadlines and stay on budget while at the same time working in the field when necessary and overseeing his shops.



Kudos to Officers Dan Borgstrom, and Curtis Deboni who were recognized by Mothers Against Drunk Drivers (MADD) for their efforts over the past year to detect and



apprehend DUI drivers. The awards were presented at this years California Office of Traffic Safety Law Enforcement Recognition & DUI Training Seminar.

Kudos to David Carlson, Dan Gerrard, Christine Miller, and Student Assistants, **Robbie Hovious, Aaron Jimenez, and Michael Kupfer** who worked diligently to complete the campus accessibility survey. The effort required an inspection of nearly every occupied space campus and most of the exterior to identify accessibility conditions. Issues were recorded and ranked in order of importance for follow-up work, then submitted to the Chancellor's Office.



on



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.

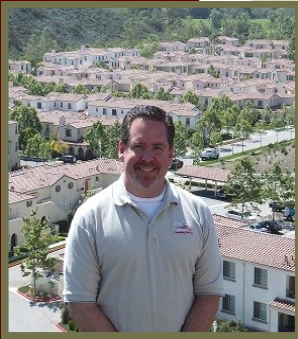
In addition, we value **Excellence** that is exhibited through **Efficiency, Accountability, and Conscientiousness.**

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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